



CALL FOR APPLICATIONS

Job Title: **ADMINISTRATIVE OFFICER IN CHARGE OF WEBSITES, SOCIAL MEDIA, MARKETING AND COMPUTER GRAPHICS**

Reference: **006/CEEAC/COM/SA/DSI/2022**

Application deadline:

Duty station: **Libreville, Gabon**

Type of contract: **Fixed-term contract of three (3) years renewable**

SITUATION OF THE POST	
Department	Presidency / Administrative Secretariat
Division	Information Systems
Service	
Functional Relationships	<ul style="list-style-type: none">- Office of the President- Vice President- Commissioners- ECCAS staff.
DUTIES OF THE POST	
Expert in charge of website administration, social networks, marketing and computer graphics and responsible for the promotion of the Community's brand image at regional and international level in liaison with the other structures concerned and for the management of the website in liaison with the Division in charge of information systems.	
MAIN RESPONSIBILITIES	
<ul style="list-style-type: none">- Edit and disseminate information and promotional documents already produced by ECCAS in order to ensure the visibility of ECCAS;- Manage the computer graphics stock;- Design, develop, improve or update communication media (website, Web TV, etc.) and ECCAS derivative products- Design and develop ECCAS communication media and merchandising;- Manage the design of derivative products;- Promote the image of ECCAS at national, sub-regional and international level;- Design, develop or improve ECCAS' marketing and communication strategy and plan- Serve as an interface between ECCAS and the national and international media and contribute to the management of communication events- Design and implement within the ECCAS Commission an integrated information system to facilitate the exchange of information and documents with the Communication Focal Points of all Member States;- Design and implement within the ECCAS Commission an integrated information system to facilitate the exchange of information and documents with state and inter-state bodies, international partners, donors, etc.- Provide support materials (advance documents, detailed programme of the event or	

<p>conference, video projectors, etc.);</p> <ul style="list-style-type: none"> - Advise the Head of Department on all communication, marketing and advocacy issues; - Carry out any other tasks assigned to him/her by the superiors. 	
PROFILE REQUIREMENTS	
Educational Background	Have a postgraduate degree (minimum of 5 years of university degree) in the fields of Marketing, Communication, IT, Business Management, etc.
Experience	Have at least 8 years of professional experience at similar levels of responsibility (see Article 13 of the ECCAS Staff Regulations).
Expertise	<ul style="list-style-type: none"> - Knowledge of the regional integration process in Central Africa; - Have knowledge of sub-regional institutions; - Knowledge of the ECCAS institutional and organisational reform process - Have knowledge of results-based management; - Knowledge of ECCAS and the regional integration process is an asset; - Language: English, Spanish, French and Portuguese required.
Technical Skills	<ul style="list-style-type: none"> - Have advanced professional and managerial skills; - Ability to design, plan, manage and evaluate large teams where appropriate - Have a good command of modern computer tools; - Experience in computer graphics and audio-visual editing - Experience in managing websites; - Cooperate with people in a multicultural environment; - Ability to work with computer tools: Word, Excel
Behavioural Competencies	<ul style="list-style-type: none"> - Be dynamic, creative, autonomous, able to take initiatives and able to work under pressure in an anticipatory manner. - Having been a Communications or Marketing Manager in a regional organisation in Central Africa is an asset.
EMPLOYMENT CONDITIONS	
Remuneration	<ul style="list-style-type: none"> - Salary and benefits in accordance with the ECCAS salary structure.
Nationality & gender	<ul style="list-style-type: none"> - Be a national of an ECCAS member state; the overall geographical balance between member states will be taken into account in recruitment; - Female candidates are encouraged to apply.
APPLICATION DOCUMENTS	

- Motivational letter of application;
- Detailed curriculum vitae including full contact details of the applicant (full name, address, telephone, fax, e-mail);
- Citizenship certificate;
- A copy of birth certificate or supplementary judgement in lieu thereof;
- A copy of criminal record (bulletin n°3) not more than three months old;
- Certified copies of academic degrees and diplomas;
- Work certificates and documents attesting to professional references;
- A medical certificate issued by a registered doctor;
- Full identities of three referees who are not related to the applicant and who can attest to the applicant's professional and moral qualities;

The complete file, bearing the reference: **006/CEEAC/COM/SA/DSI/2022**

and the job title « **ADMINISTRATIVE OFFICER IN CHARGE OF WEBSITES, SOCIAL MEDIA, MARKETING AND COMPUTER GRAPHICS** », must be sent exclusively by e-mail to the following address: recrutements@ceeac-eccas.org.