



**Join CIFOR-ICRAF and make a difference!**

### **Communications Coordinator – Cameroon (Ref. No.202375)**

CIFOR-ICRAF brings more than 75 years of experience in harnessing the power of trees, forests, and agroforestry landscapes to address the most pressing global challenges of our time – biodiversity loss, climate change, food security, livelihoods, and inequity. It has partnerships in 64 countries, 159 funding partners and 192 active projects, alongside more than 2,200 completed projects across 92 nations. The organisation has an annual budget of USD 100 million, and a combined legacy investment of USD 2 billion in research and technology, policy, and development. On average, CIFOR-ICRAF research is cited nearly 137 times a day and appears in global media more than 3,000 times per year. CIFOR and ICRAF merged in 2019 and are both international organizations and CGIAR Research Centres. Learn more at [cifor-icraf.org](http://cifor-icraf.org).

CIFOR-ICRAF is looking for a:  
**Communications Coordinator**

#### **Overview**

The communications coordinator is responsible for planning, implementing, and reporting on project and country related communications activities within the assigned geography.

#### **Summary of responsibilities**

- Be responsible for the respective Geography communications.
- Manage communications staff and consultants in the assigned geography with dual reporting lines to the Regional Director and head of Duty Station
- Manage respective geography communication channels including the website (regional, national and projects), social media and language blogs, news.
- Develop and manage a roster of communications consultants in the region.
- Develop and implement communication strategies and tactical plans including messaging, budgets, action plans and performance metrics for country offices, projects, and programs.
- Plan and produce content such as publications, articles, web content, social media content, media releases, infographics, videos, photography, newsletters, presentations, and event related content.
- All production be undertaken in coordination with and using the resources of the COE communications team and consultants.
- Manage events including planning, marketing, implementation, and reporting on results. Including regional participation in global events.
- Coordinate media interactions in the region.
- Produce analytical reports on the performance of all communications activities.
- Undertake other communication activities as agreed upon. All activities are undertaken in coordination with and using the resources of the COE team and consultants.

## Requirements

- Master's degree in communications, journalism or a related field, or equivalent working experience.
- Excellent French and English language skills (both verbal and written).
- Proficient in Portuguese and Spanish an advantage.
- A minimum of 8 years of progressive experience in strategic communications planning, messaging, and monitoring.
- 5 years of full-time experience writing, editing, and interviewing digital and print media, video production or broadcasting.

## Personal attributes and competencies:

- Proven ability to manage communication activities.
- Must be able to multitask and work well under pressure.
- Excellent understanding of different communication formats and channels and strong knowledge and understanding of current trends in digital media/social media.
- Proven ability to coordinate content contributions within a team and/or across teams; ability to build strong working relations with counterparts worldwide.
- Background and understanding of environment, climate, forestry or related subject areas and science communications.

## Terms and conditions

- This is a Locally Recruited position. CIFOR-ICRAF offers competitive remuneration in local currency commensurate with skills and experience.
- The duty station will be in **Yaounde, Cameroon** CIFOR-ICRAF Offices.

## Application process

Go to <http://worldagroforestry.org/working-for-icraf/vacancies>

- A cover letter illustrating your suitability for the position against the listed requirements and salary expectations.
- A detailed and updated curriculum vitae,
- The names and addresses of three referees, including telephone and email addresses.
- The application deadline is **04 December 2023**.
- We will acknowledge all applications but will only contact short-listed candidates.

**CIFOR-ICRAF is an equal opportunity employer. Staff diversity contributes to excellence.**