



**ToRs – HEAD OF DIVISION OF INFORMATION AND
COMMUNICATION TECHNOLOGIES-ICTs**

Job description

Position title	Head of Division, Information and Communication Technologies	Type of contract	Fixed-term 3-year contract, renewable subject to satisfactory performance evaluation
Duty station	N'Djamena, Chad	Staff under his/her responsibility	XXX
Supervisor	Director of Administration and Finance (DAF)	Category	C3 of the working regime of LCBC

ABOUT LCBC

The Lake Chad Basin Commission (LCBC) is an Inter-State Organization which was established on the 22nd of May 1964 by the four Lake Chad riparian countries, namely Cameroon, Chad, Niger, and Nigeria. The Central African Republic (CAR) and Libya joined the Commission in 1996 and 2008 respectively, with the aim of promoting cooperation and management of water and other environmental resources in the Lake Chad Basin. Its mandate includes (i) the sustainable and equitable management of the waters of Lake Chad and other transboundary water resources in the Lake Chad Basin; (ii) the conservation of the ecosystems of the Conventional Basin; (iii) the promotion of regional integration, the preservation of peace and security in the Conventional Basin. This is particularly through the implementation of projects and programmes aimed at improving access to drinking water, strengthening the resilience of populations to climate change and consolidating peace and security in the region.

In recent decades, however, the LCBC has been facing complex multidimensional challenges such as environmental degradation, poverty, insecurity, drastic reduction in the surface area of the lake, due to droughts, excessive exploitation of resources and climate deterioration, etc.

Staff are a key element in the success of all activities undertaken by the Commission. Therefore, to have qualified, competent, motivated staff adapted to the required services, the LCBC is recruiting a Head of Division, Information and Communication Technologies-ICTs.

THE FUNCTION

- Under the direct supervision of the Director of Administration and Finance (DAF), the Head of Division, Information and Communication Technologies (ICTs) has the main mission to oversee the development of communications materials, manage the



organization's image, and lead the communication team to ensure effective communication with various stakeholders.

THE ROLE

The Head of Division, Information and Communication Technologies (ICTs) is responsible for leading communication strategies and ICTs initiatives of the organization, ensuring the effective and efficient delivery of ICTs services, and driving the strategic direction of the division. The role involves overseeing internal and external communications, public relations, media relations, and branding efforts to enhance the organization's visibility and reputation on a global scale.

KEY RESPONSIBILITIES

The main duties and responsibilities of the incumbent include, but not limited to, the following:

- Develop and implement comprehensive communication strategies aligned with the organization's mission and goals;
- Provide leadership and direction to the communication division, fostering a culture of excellence and innovation;
- Develop and implement the Communications strategy in alignment with the organization's goals and objectives;
- Provide visionary leadership to the ICTs Division, fostering a culture of innovation and continuous improvement;
- Develop and manage the Division's budget, by monitoring and controlling all expenditures to ensure cost effectiveness;
- Develop and implement social media strategy, including content, engagements plans, and evaluation metrics;
- Oversee the development and execution of public relations campaigns to promote the organization's activities and achievements;
- Manage relationships with international media outlets and ensure effective media coverage;
- Develop and implement internal communication strategies to ensure effective information flow within the organization;
- Foster a transparent and engaging communication environment for employees;
- Oversee the development and maintenance of the organization's brand identity and ensure consistency across all communication channels;
- Manage branding initiatives to enhance the organization's global presence and reputation;
- Oversee the creation of high-quality content for various communication platforms, including websites, social media, newsletters, and reports;
- Ensure that all content aligns with the organization's messaging and branding guidelines;
- Ensure compliance with relevant ICT policies, standards, and regulations;
- Identify and mitigate ICT-related risks to protect the organization's assets and data;
- Manage and mentor a team of ICTs professionals, fostering their professional growth and development;
- Promote a collaborative and high-performance work environment;



- Build and maintain relationships with key stakeholders, including donors, partners, and government agencies;
- Communicate the organization’s impact and value to stakeholders through various communication channels;
- Collaborate with internal and external stakeholders to better understand their ICT needs and provide effective solutions;
- Communicate ICTs strategies, plans, and performance to senior management and other stakeholders;
- Evaluate and implement new technologies in enhancing the organization’s ICTs capabilities;
- Oversee the development and maintenance of the organization’s brand identity and ensure consistency across all communication channels;
- Manage branding initiatives to enhance the organization’s global presence and reputation;
- Oversee the creation of high-quality content for various communication platforms, including websites, social media, newsletters, and reports;
- Ensure that all content aligns with the organization’s messaging and branding guidelines.

QUALIFICATIONS

- Master’s Degree in Information management, journalism, public relations, international affairs or in any other ICTs related field;
- At least 15 years of work experience in the fields described above; in a similar context;
- At least 10 years of experience in either communication, information technology, public relations, or a related field, focusing on development, humanitarian, or peacebuilding contexts. At least five years should be in a supervisory or managerial position, acquired mainly at the regional or international level;
- Proficiency in communication software, including Microsoft Office, Adobe Creative Suite, and social media management tools;
- Experience in a humanitarian, peacebuilding, and development context is an added advantage;
- Excellent communication and leadership skills;
- Experience leading a multicultural and multidisciplinary team;
- Strong negotiation skills and ability to effectively communicate and relate with stakeholders from diverse backgrounds;
- strong organizational and analytical skills, with high ability to synthesize;
- Proficiency in use of ICTs tools;
- Fluency in written and spoken English or French language. Mastery of both languages will be an advantage;
- Commitment to high ethical standards, integrity and transparency;
- **Age limit: Maximum 50 years old at the time of the application.**



To apply, please send your application (Letter of motivation, Curriculum Vitae, Criminal record dated less than 3 months, legalized copies of diplomas and work certificates, with 3 employer reference persons (preferably most recent employers), by2024, with the words "Application for the position of Head of Division of Information and Communication Technologies" at the LCBC Executive Secretariat, Place de la Grande Armée, N'Djamena, Chad – P.O. Box. 727 or by email at: vacancy@cblt.org

Please note that the LCBC guarantees equal opportunities for everyone, promotes the diversity of its team and a zero-tolerance policy for bribery and corruption. In addition, it does not accept any payment as part of this recruitment process. Only shortlisted candidates will be contacted.