



ToRs – COMMUNICATION AND WEB CONTENT DRAFTING EXPERT

Job description

Job title	Communication and Web Content Drafting Expert	Type of contract	Fixed-term contract (renewable subject to satisfactory performance evaluation)
Duty station	N'Djamena, Chad	Staff under his/her responsibility	XXX
Supervisor	Head of Division of Information, Communication and Technology	Category	C4 of the work scheme 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.

THE FUNCTION

Under the responsibility of the Head of Division of Information, Communication and Technology (ICT), the Communication and Web Content Drafting Expert will have the main mission of providing support to the implementation of the LCBC's communication strategy with the result of increasing the recognition and visibility of this institution among the various stakeholders through effective and efficient communication of activities and results. In particular, the incumbent will be responsible for collecting, processing and disseminating in print and digital format all information, reports, journals, texts, presentations, press releases and other important documents of the institution, its projects and programmes, with a view to their hosting on the LCBC website.



THE ROLE

KEY RESPONSIBILITIES

The main duties and responsibilities of the Communication and Web Content Drafting Expert include, but are not limited to, the following:

- Collect, process and disseminate in all format's information, reports, journals, texts, presentations, press releases and other important documents of LCBC, its projects and programmes, and disseminating them through all appropriate channels;
- Ensure the visibility of LCBC, by assisting in the design and production of communication materials;
- Maintain and develop networks, know the communication environment and its codes and manage relations with the press;
- Encourage the use of the Internet as an actual working tool within LCBC, encourage the different Divisions to provide new and interesting content;
- Encourage employee engagement by ensuring invariable data at all levels of staff on LCBC Projects and achievements;
- Develop and maintain value-added contracts with relevant media, opinion leaders, etc. and to ensure effective promotion of the LCBC alongside various audiences.

QUALIFICATIONS AND EXPERIENCE

- Be a holder of a postgraduate degree (Master's degree) in Communication, Journalism, International Relations, Law, Literature, Humanities, Social Sciences or any other related field.
- Have at least 5 years' professional experience in institutional communication, and already held decision making positions for the communication component within international institutions or organizations would be an asset;
- Ensure communication in social medias in compliance with the internal procedures of the LCBC;
- Demonstrated knowledge and expertise in digital design and management of video, photo, or graphic design software (Adobe Creative Suite: Photoshop, InDesign, etc.) to be able to create infographics for social media.
- Be able to analyze and summarize a lot of information and disseminate the most relevant;
- Perfect command of the English and/or French language;
- Commitment to high ethical standards, integrity and transparency;
- **Age limit: Maximum 44 years old.**



To apply, please send your application (Letter of motivation, Curriculum vitae, Criminal records dated less than 3 months, legalized copies of diplomas and work certificates, with 3 employer reference persons preferably the last employer, by, with the words "Application for the position of Communication and Web Content Drafting Expert" 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.

In the event of a final selection, the following will be required:

- *The originals of the highest diplomas declared;*
- *A copy of the police records;*
- *A certificate of medical check-up and follow-up issued by an occupational physician;*
- *Other personal documents (civil status certificates of family members, etc.)*