



JOB VACANCY

JOB VACANCY FOR A COMMUNICATION MANAGER

West African Farmer Organizations and Producers' Network (ROPPA) is looking for applications for the position of a communication manager for the Technical Execution Unit based in Ouagadougou (Burkina Faso)

I. ASSIGNMENT

Under the supervision of the Coordinator of the Technical Execution Unit. He/she will be responsible for the production, management and good dissemination of the information within and outside the network.

II. JOB DESCRIPTION

The communication Manager's main tasks will consist in helping ROPPA to:

1. Develop and implement ROPPA communication policy;
2. Support the Executive Committee, the Technical Execution Unit and the national platforms in the promotion, broadcasting and improvement of the visibility of ROPPA actions in ECOWAS member countries, in Africa and among the partners of the network ;
3. Support the national structures of farmer organizations and producers, members of ROPPA in the areas of communication, new technologies of information and communications;
4. Ensure the periodical updating of the Website of ROPPA
5. Maintain an information standby through all the media in order to inform the members of the network and make the initiatives, experiences and assets known;
6. Contribute to the capacity building of National platforms on the use of NTIC
7. Facilitate the broadcasting of all the actions of ROPPA at all the levels : national, regional and international
8. Maintain working relationships with communication networks of national platforms and ROPPA partners
9. Ensure all editing, archive, storing jobs and management of ROPPA documents produced or acquired

III. PROFILE

Required qualifications

The communication manager should have the following qualifications:

1. Be a holder of a Masters degree in communication, journalism or marketing ;
2. Be bilingual (English and French) or have a good background in one of the languages and a working capacity in the other language. Some knowledge in Portuguese would be an additional asset.
3. Have a good background in communication techniques especially PAO, audiovisual works and marketing and facilitation techniques; have a good experience in the management of websites;
4. Have a perfect computer knowledge especially the following softwares : WORD, EXCEL, POWERPOINT, PAGE MAKER, PUBLISHER and DREAMWEAVER ;
5. Have deep knowledge in the collection, storing, editing and dissemination of hard or electronic copies of documents
6. Be capable and ready to work in a multidisciplinary team and under pressure and ensure frequent assignments in ECOWAS countries

Other requirements

The candidate should have an important experience in the setting up and development of communication and information systems and have skills in the transfer of knowledge, team work, writing of synthesis notes in a style and form acceptable for farmer organizations and producers leaders.

The communication Manager will have frequent trips to ECOWAS countries and abroad, if necessary.

IV. ADMINISTRATIVE INFORMATION

Conditions of application

- Be a citizen of one of the ECOWAS state;
- Be at least 25 years old;
- Be of good morality and sane in mind and spirit;
- Have a professional experience of at least five (05) years;
- Be immediately available within the two months to come.

Female applications are highly encouraged.

Application file

Application files should include the following documents:

1. A handwritten application addressed to the Chairman of the Executive Committee c/o Coordinator of the Technical Execution Unit of ROPPA;
2. A cover letter;
3. A recent, detailed, sincere and certified Curriculum Vitae by the candidate;
4. A birth certificate;
5. A certified copy of degrees and testimonials of qualifications ;
6. Copies of work or services;
7. two (2) photos;
8. a criminal record dated of at least three months;
9. a copy of nationality certificate or any other nationality evidence document;

Duration and conditions of contract

The candidate will be recruited according to procedures and salary scale of ROPPA for two (02) renewable years, and after a probation period of three (3) months. He/she will work at the office of the Technical execution Unit of ROPPA based in Ouagadougou.

Deadline for the submission of applications

Applications should be submitted in a sealed envelope at the Secretariat of the Technical execution Unit of ROPPA at the address specified here below latest August **31, 2009**

1. By email to the following address roppa@roppa-ao.org
2. By letter to The President of The Executive Committee C/O
Coordinator of the Technical Execution Unit of ROPPA
09 Box 884 Ouagadougou 09 Burkina Faso
Phone : ++ 226 50 36 08 25- Fax : ++ 226 50 36 26 13

This announcement is available on the Website of ROPPA: www.roppa.info