

## Vacancy – Project Communications Officer

*July 2024*

**Job Title: Project Communications Officer**

**Location: Yaoundé, Cameroon**

**EVIHDAF** is an international research and development organization headquartered in Yaoundé, Cameroon, which serves the **West and Central Africa region**. We bring together a multidisciplinary team of English and French speaking researchers who combine innovative thinking and rigorous approaches with the ability to think globally, and the expertise to act local. Regional and global consultants, some connected to universities, complement our team. We currently have a USAID-funded project office in Niamey, Niger, and a Data Unit satellite office in Parakou, Benin.

**EVIHDAF** offers comprehensive services in Research, monitoring, evaluation and learning (RMEL); Data analytics and survey research, Research capacity strengthening, and Social and behavior change (SBC) research. Our priority focus areas include Reproductive, maternal, newborn, child and adolescent health (RMNCAH); Maternal, infant and young child nutrition (MIYCN); Malaria and infectious diseases; Humanitarian/vulnerable context; and Support to service delivery.

We are looking for a dynamic and motivated candidate to fill the position of **Project Communications Officer**. As a critical member of our communications team, s/he will have the primary responsibility of implementing EVIHDAF's communication strategy around projects and will work under the supervision of the Communications and Knowledge Management Officer. The position is based in Yaoundé, Cameroon and requires flexibility and strong organizational skills.

### **Responsibilities**

- Support project communications management.
- Support the development and posting of project-related content to platforms including, but not limited to our website and social media accounts.
- Support the production of various communications materials (banners, printed documents, posters, etc.).
- Write, edit and format project documents and other project-related communication tools as necessary.
- Facilitate knowledge management and sharing.
- Support the organization of training sessions and workshops.
- Learn about new ideas in communications and where appropriate implement "best practices" gleaned from other projects and activities.

- Perform other relevant tasks as assigned.

## **Qualifications**

- Bachelor's degree in communications, or related field, or equivalent.
- Minimum 3 years of relevant communications or/and translations experience required, preferably related to global health in low- and middle- income countries.
- Familiarity with the field of global health (family planning and reproductive health, nutrition and food security, malaria, ...) in low- and middle-income countries.
- Proficiency and excellent writing and editing skills in French.
- Good writing and editing skills in English.
- Ability to create compelling and organized narratives, stories, and other materials for various audiences.
- Good knowledge of website and social media content development techniques - familiarity with WordPress CMS, is an asset.
- Highly proficiency in Microsoft Office, DeepL Translate, Adobe Creative Suite, especially InDesign applications and others.
- Ability to work independently and on a team and manage and support multiple tasks simultaneously.
- Ability to influence, motivate, negotiate, and work well with others.

## **How to Apply?**

Interested candidates are invited to submit their application online to the address: [admin@evihdaf.com](mailto:admin@evihdaf.com) with the subject line "**Project Communications Officer**" no later than August 16<sup>th</sup>, 2024. The application should consist of:

- A two-page cover letter in English, showing the candidate's qualifications for the position.
- A CV in English of no more than five (5) pages, ending with the names, phone numbers and email addresses of three referees.

**The position will remain open until filled.**

Other related vacancies can be accessed at <https://www.evihdaf.com/who-we-are/work-with-us/>.