



ADVERTISEMENT

COMMUNICATION & MEDIA ASSISTANT CONSULTANT BILLINGUAL (ENGLISH & FRENCH)

1.0 ABOUT EABC

The East African Business Council (EABC) is the apex advocacy body of Private Sector Associations and Corporates from the seven (7) East African Community (EAC) Partner States (Burundi, Democratic Republic of the Congo, Kenya, Rwanda, South Sudan, Tanzania, and Uganda). It was established in 1997 to foster the interest of the private sector interests in the EAC integration process. EABC's vision is borderless East Africa for business and investment with primary mission of promoting sustainable private sector-driven growth. EABC has Observer Status at the EAC level which offers an authentic avenue for advocating for private sector interests in the EAC integration agenda with a view of promoting a conducive business environment in the region.

2.1 SCOPE OF WORK

The EABC, Communication & Media Assistant shall report to the Public Relation & Communication consultant and work closely with EABC Departments, national focal points, sector associations and development partners in all the EAC Partner States.

2.2 KEY DUTIES AND RESPONSIBILITIES

1. Familiarize with her/himself with EABC Programme and ensure adequate coverage of private sector issues and gains across all media channels/mediums.
2. Draft and finalize communications material including: press releases, event/video scripts, social media posts and collateral, briefing notes, event brochures, concept notes and other material
3. Provide interpretation during meetings, media interviews, EABC events, webinars and translation of documents - pitch decks for donors and sponsors
4. Update EABC social media content development and messaging
5. Regularly liaise and consult with EABC CEO, Communications Officer and Policy Experts on Activities that need to be escalated in the media
6. Prepare weekly impact stories and opinion pieces on advocacy issues and successes
7. Produce French language communications material
8. Prepare media engagement plan
9. Prepare annual report
10. Prepare weekly newsletter
11. Prepare press release following meetings and events
12. Organize EABC news editor's roundtable meetings.
13. Support EABC media outreach to Francophone journalists
14. Draft French language social media collateral including social media cards, posts and video scripts

15. Maintain contact database of media
16. Support design of communications materials from EABC National Membership Liaison Officers and Policy Department
17. Any other related duties assigned by the Executive Director or the Communications Officer.

2.2 OFFICE STATION

The selected applicant will be based in Arusha Tanzania and this job will involve frequent travel to all EAC Partner States.

3.0 REPORTING

The Communication & Media Assistant will report to the EABC Public Relation & Communication Consultant.

4.0 QUALIFICATIONS

A suitable candidate should hold the following qualifications and key competencies:

- a) **Education Qualification:** Degree in Mass Communication / Journalism or any other related field.
- b) **Work Experience:** Minimum of 2 years of experience in Communication and Media area
- c) **Communication and Networking:** Proven ability to translate and interpret from French to English and English to French, knowledge of Kiswahili will be added advantage.
- d) **Teamwork:** Working collaboratively with colleagues to achieve organizational goals and ability to work in a multinational environment with diverse groups of stakeholders.
- e) **Languages:** Fluency in oral and written English is required as it is the main EAC working language. Good working knowledge of French and Kiswahili will be an advantage.
- f) **Additional Skills:** Excellent computer skills (Microsoft Office (Word, PowerPoint, Excel), Email, analytical tools/software for data analysis, experience in working with internet searches, online databases, and data retrieval) are required.
- g) **Nationality:** The position is only open to nationals and residents of **Uganda, Kenya, Tanzania, Burundi, Rwanda, South Sudan & Democratic Republic of Congo.**

5.0 KEY DELIVERABLES

- Weekly report of activities undertaken respective documents

7.0 EXPECTED OUTCOMES

- Improved EABC visibility and publicity in mainstream and social media platforms
- Translated of EABC documents from English to French

8.0 APPLICATION PROCESS

Applicants should submit attach their application letter, a detailed CV shows telephone contacts and three referees, Copies of certified academic certificates , and a copy of National Identity Card or Passport in PDF format scanned in one (1) file.

The applications should be sent via email to procurement@eabc-online.com to copy

admin@eabc-online.com please quote “COMMUNICATION & MEDIA ASSISTANT” in the subject of the email and send to the address given below. by 2nd August 2023.

The Executive Director / CEO
East African Business Council (EABC)
Ninth Floor, Mafao House, Old Moshi Road
P. O. Box 2617
Arusha, Tanzania

Only applicants who meet the selection criteria are shortlisted will be contacted.

EABC is an equal opportunity employer thus recruitment is on merit and with no regard to one's age, colour, gender, marital status, disability or impairment, race or creed. Hence, canvassing shall lead to automatic disqualification.



Our Contacts

East African Business Council (EABC)

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