



AIMS

African Institute for
Mathematical Sciences
CAMEROON

AIMS – Cameroon
Limbe, Crystal Gardens, South-West Region
P.O. Box 608 Limbe, Cameroon

The African Institute for Mathematical Sciences (AIMS) - Cameroon seeks to hire 01 Bilingual Communication Officer

Job Profile

Title:	Bilingual Communications Officer
Reports to:	Chief Operating Officer AIMS – Cameroon
Direct Reports:	Director of Communications, AIMS-NEI
Status:	2-year full time contract
Duty Station:	Limbe / Cameroon

Overview

The Bilingual Communications officer will contribute in event planning, media engagement, content drafting and day-to-day operations. The Bilingual Communications officer position will assist in managing all communication activities of AIMS-Cameroon, including public relations and community engagement. Responsibilities include developing and implementing diverse communication plans utilizing traditional and non-traditional tactics designed to educate, engage, and inform stakeholders.

The Bilingual Communications officer will be based in the AIMS-Cameroon's Centre, Limbe, Cameroon, with the following duties:

Responsibilities

1 Building Awareness

- Work with the Communications Team at AIMS Secretariat to develop and execute a communication plan designed to build and enhance the AIMS-Cameroon brand to increase enrollment.
- Plan, implement and manage promotional strategies to increase awareness of AIMS-Cameroon.
- Write content for newsletters, success stories, press releases, and other printed material as required.
- Regularly create/update contents for the AIMS-Cameroon platforms and website
- Implement a plan to engage stakeholders through the platforms and website.



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- Initiate conversations on AIMS-Cameroon programs on social media through forums, Twitter, online surveys and webinars.
- Coordinate and create audio visual content for the programs of AIMS-Cameroon, including videos, audio and photograph

2 Outreach

- Plan, organize and implement strategic community engagement activities (media and sensitization campaigns, roadshows, events, etc.) in line with AIMS-Cameroon’s desired outcomes
- Under the supervision of the AIMS-Cameroon Centre President, forge and manage partnerships with government, public and private sector stakeholders
- Complete other tasks as assigned

3 Support to Operations

Provide when needed, support to the facility and logistics activities to improve stakeholder, public relations and the overall image of AIMS-Cameroon: This would mean to liaise when needed, with the logistics and facility department to contribute to planning, organizing, implementing support for programs and ensuring stakeholder satisfaction with the image and culture of our organization.

Competencies & Other Requirements

- A minimum of a Bachelor’s degree in communication, marketing, public relations and/or closely related disciplines
- Having in addition a Master is an asset
- Experience in Community Outreach with knowledge of local Cameroonian context
- Bilingual (French and English) with strong writing skills in both languages
- Knowledge of media production, communication, social media (Facebook, Twitter, Google+, etc.) and dissemination techniques and methods including alternative ways to inform and communicate via written, oral, and visual media.
- Contacts and experience with the local and regional media required
- Knowledge of Microsoft Office Suite and telephone protocol. Computer literate with the ability to learn new software applications. Duties require professional verbal and written communication skills.
- Ability to create and manage partnerships with private and public sector stakeholders



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- Ability to work under time constraints with discretion and mature judgment
- Work well with others.

Working Conditions

- May require occasional weekend and/or evening work.
- Position to be based in Limbe, with frequent travel around Cameroon.

Are you ready to be a part of the transformation of mathematical science education in Cameroon?

Submit your letter of motivation, including salary expectations together with a detailed CV to: careers@aims-cameroon.org (Please quote “**Bil Comms Officer, AIMS-Cameroon**” in the subject line and within the motivation letter, mention if you are interested in the job location in Yaounde, Limbe or both). Applications will be accepted until **28 February 2023**.

Should no feedback be received from AIMS within four weeks of your submission, kindly accept that your application will not be further pursued. AIMS-Cameroon reserves the right not to make an appointment at its sole discretion.

AIMS-Cameroon is an equal opportunity employer.

If this profile ticks a majority of your qualifications, please send your CV to careers@aims-cameroon.org.