



# 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 a Bilingual Communications Manager

### Job Profile

<b>Title:</b>	Bilingual Communications Manager
<b>Reports to:</b>	The Chief Operating Officer (COO), AIMS-Cameroon
<b>Direct Reports:</b>	The Centre President, AIMS-Cameroon
<b>Status:</b>	2-year full-time contract
<b>Duty Station:</b>	Limbe / Cameroon

### Overview

The Bilingual Communications Manager will be responsible for event planning, media engagement, content drafting and day-to-day operations. The Bilingual Communications Manager 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 Manager will be based in the AIMS-Cameroon's Centre, Limbe, Cameroon, with the following duties:

### Responsibilities

#### 1 Strategic Direction, Team Leadership, and Client/Stakeholder Management:

- Guide the overall communication strategy. This involves understanding the organization's goals, target audiences, and best channels to craft a cohesive communication plan. They lead in developing messaging that aligns with the company's mission and values.
- Oversee all communication, public relations actions and content creation. Provide direction, and support the team members to deliver high-quality reports.
- Act as a bridge between the organization and external audiences. This involves media relations, managing client expectations, and building relationships with key stakeholders.
- Thought Leadership: Stay updated on the latest communication trends and technologies. Take initiative in proposing innovative communication strategies and lead the team in implementing them [3].
- Crisis Communication: During times of difficulty, develop crisis communication plans, ensure clear and consistent messaging, and act as a spokesperson for the organization.



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## 2 Building Awareness

- 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 content for the AIMS-Cameroon platforms and website.
- Implement a plan to engage stakeholders through face-to-face, platforms and websites.
- 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 photographs.

## 3 Outreach

- Plan, organize and implement strategic community engagement activities (media and sensitization campaigns, roadshows, events, etc.) in line with AIMS-Cameroon's desired outcomes.
- Provide required support to the AIMS-Cameroon Centre President in forging and managing partnerships with government, public and private sector stakeholders.
- Complete other tasks as assigned.

## 4 Support to Operations

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

## 5 Support to Academic and fundraising activities

- Provide support to the academic team towards reinforcing the capacity of AIMS-Cameroon students in communication and scientific writing.
- Provide support to the Centre in fundraising efforts and funding proposal development.

## Competencies & Other Requirements

- A minimum of a Master's degree in communication, marketing, public relations and/or closely related disciplines



- Experience in Community Outreach with knowledge of the 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
- 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 and in Africa.

### 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](mailto:careers@aims-cameroon.org) (Please quote “**Bil Comms Manager, AIMS-CAM**” in the subject line and within the motivation letter, mention if you are interested in the job location in Limbe). Applications will be accepted until **May 10, 2024**.

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.