



## Vacancy announcement

**The European Network for Central Africa (EurAc) is recruiting a**

# Communication Officer

**Part-time position (50%), 1-year fixed contract (renewable)**

**Brussels, Belgium**

## About EurAc

Created in 2003, the European Network for Central Africa is the advocacy network of European NGOs working in and on Central Africa. EurAc aims to reach peace, security, justice and democracy for a sustainable development in Central Africa, and especially in Burundi, Democratic Republic of Congo and Rwanda.

The network gathers 35+ European organisations from 10 different European countries (EU Members States -Belgium, France, Germany, Ireland, Italy, Netherland, Spain, Sweden- as well as Norway and Switzerland).

The network, together with its member organisations work on and in the African Great Lakes region and wish to tackle the structural causes of under-development and instability in the region. They support civil society organisations in Burundi, the Democratic Republic of the Congo (DRC) and Rwanda in their efforts to promote peace, the respect of human rights and development by making local voices heard and taken into consideration by European Union (EU) policy and decision-makers at all levels.

EurAc's mission is to carry out advocacy towards the EU to contribute to the development and the implementation, by the EU and its Members States, of strong and coherent policies promoting peace, inclusive political participation, the sustainable and equitable management of natural resources and the full respect of human rights in the Great Lakes region.

For more info, please visit: <https://www.eurac-network.org/en>

## General role and purpose

The position is based in Brussels at EurAc's Secretariat. It is a part-time (50%) position with a one year fixed-term contract. The contract is renewable, with the possibility to be converted to a permanent contract pending availability of funds.

The Communication Officer is responsible for the design and implementation of EurAc's communication strategy. S/he is directly in charge in 3 main areas of work: (1) internal & institutional communication, (2) membership & network related communication; (3) external communication with a strong focus on advocacy and press coverage.

Notably, he/she must:

- Ensure smooth and appropriate communication flow among the network and member organisations;
- Manage the external visibility of EurAc toward advocacy targets and other stakeholders;
- Support the Advocacy Officer in monitoring and identifying opportunities in order to influence European Institutions and Member States (often at short notice) policies towards Rwanda, Burundi and the DRC by timely and targeted dissemination of EurAc's advocacy publications and messages as well as their quality;
- Contribute to transforming EurAc's analysis into clear policy messages;
- Develop and maintain regular contact with journalist and ensure media coverage of EurAc's work;
- Create and manage appropriate tools for reporting, information sharing and activities of the network;
- Support the Director by externally promoting the network;
- Help in the organisation of different kind of event and training.

The Communication Officer is accountable to the Director with regards to daily activities.

## Tasks and responsibilities

### (1) Secretariat and institutional communication

#### General

- Manage data bases and update key stakeholders mapping (members of the network; advocacy targets; CSOs and partners organisations) ;
- Manage the general email address and general external requests;
- Support the Team with IT related issue (such as Internal and external server management; organisation of the server; IT issue etc...);
- Oversee capacity building sessions on communication issues to increase capacities of the staff and members.

#### Institutional & reporting

- Support the Director in the organisation of bi-annual General Assembly (logistics and minutes);
- Coordinate, edit, produce and disseminate internal and external institutional publications (e.g.: mid and annual narrative reports);
- Coordinate with the support of the Director in developing M&E monitoring tools and collect data adapted for reporting and to communicate the organisation's impact.

### (2) Membership and network related communication

#### Communication among the network

- Analyse, design and initiate solutions to improve communication flows among members of the network for internal communication and knowledge management (SharePoint, emails addresses);
- Design and initiate tools to communicate on the successes of the network and make the internal life of the network visible to the members organisations.

#### Support to the recruitment of new member organisations

- Ensure external visibility on the network and its achievements to the members and new potential members;
- Strengthen external attractiveness of the network by communicating on membership benefits;
- Contribute, in close collaboration with the Director and advocacy officer to the development of the memberships strategy;
- Supporting the director on the enlargement of the network by promoting the network and identifying new potential members.

### **(3) External communication**

#### **General & publication**

- Manage external visual consistency of EurAc;
- Copy-edit and proofread internal and external documents (reports, policy briefs);
- Create and manage external communication and visibility tools (presentation materials, PPWT; templates; flyers, etc);
- Manage external consultants related to communications issues (translator, designer) when appropriate;
- Shape and promote the policy positions established by the network;
- Disseminate EurAc publications and advocacy documents to the appropriate targets;
- Coordinate and manage the production of the external annual report (writing, proofreading, layout, publication, promotion) in collaboration with the rest of the team;
- Create the “contact group communication” and manage the group ;

#### **Web**

- Take the lead on creating a new website and managing EurAc’s website updates;
- Manage EurAc’s social media strategy, account and publication (Twitter & LinkedIn);
- Disseminate the weekly press review “EurAc info”, conducting the reform of the external press review (EurAc info) and develop a new template ;

#### **Press & media**

- Develop and manage relations with the press;
- Maintain and develop press contacts data base;
- Draft, translate and disseminate press releases;

#### **Events, conference and training**

- Lead all the communications related activities of internal, public and in-house events including communication aspect (the development of visuals, posters, minutes etc.) as well as logistical support (room booking; price offer prospection; invitation/registration of participants etc.)

## **Your profile**

#### **Education**

- Advanced academic degree in communication, journalism, social or political sciences;

#### **Experience**

- Junior profile
- Experience in communications, journalism, or a related field ideally within a NGO;
- Experience in communicating advocacy messages and time them with political opportunities;
- Experience in community management and use of social media for advocacy purposes;
- Experience developing and managing press contact and to write press release - preferred ;
- Experience/knowledge of the structure and functioning of the European Union- preferred.;
- Experience of working in a membership organization – preferred;

- Interest and experiences with the African political context and ideally of the Great Lakes region; understanding of issues related to democratization, peace and conflict, governance.

### Skills

- Excellent oral expression, writing and synthesis skills;
- Editing and proofreading skills;
- Ability to translate complex information into clear and accessible messages;
- Ability to design, maintain and update a website;
- Ability to think creatively and to identify opportunities;
- English and French oral and written expression - Preferably English native speaker;
- Good IT and computer skills in Microsoft Office and Windows applications;
- Good time-management and organisational skills; able to set-up priorities and meet tight deadlines;
- Ability to work well within a small dynamic team;
- Multi-tasking and flexibility.

## Terms and conditions

EurAc offers a friendly and flexible work environment in a small but dynamic team with valuable external contacts.

- **Contract:** half-time position for a one-year fixed term contract – renewable, with the possibility to be converted to a permanent contract pending availability of funds.
- **Expected starting date:** February 2022
- **Salary:** « Commission Paritaire 329.02 », scale 4.2.
- **Extra-benefits:** Meal vouchers for working days, work related public transport costs; possibilities of homeworking;
- **Location of work:** 115 Rue Stevin, 1000 Brussels – Belgium. The candidate must have the legal authorisation to work in Belgium.

## How to apply?

Please send: 1) a curriculum vitae and 2) a motivation letter specifying why you think you are suitable for the role, to the attention of [clara.debeve@eurac-network.org](mailto:clara.debeve@eurac-network.org).

The closing date for the applications is **Sunday 9<sup>th</sup> January 2022 at 6 pm.**

Next steps of the procedure:

- 12<sup>th</sup> January 2022: written test
- 18<sup>th</sup> January 2022: Interviews in person in Brussels

*As an employer, EurAc is committed to guarantee the equal and decent treatment of current and future employees regardless of nationality, religion, ethnic or national origins, gender, marital status, caring responsibilities, sexual orientation, disability or chronic illness.*