

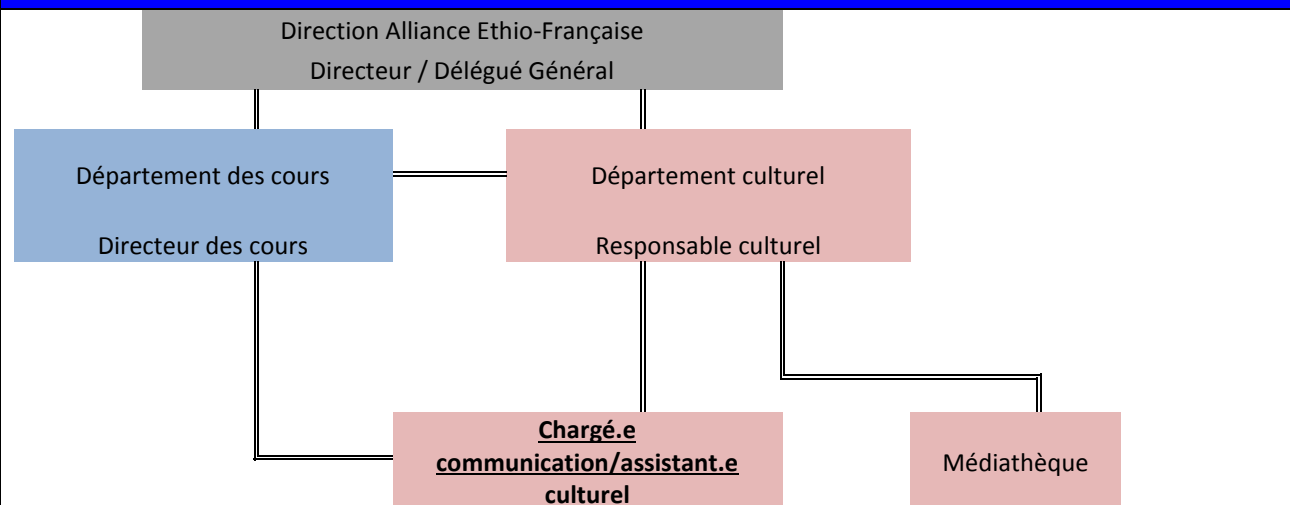
Job profile

Title	<i>Communication officer and cultural assistant</i>
Upper hierarchy	<i>Cultural Manager / Director of the AEF</i>
Contract type	<i>Open-ended contract after a probationary period of 45 days</i>
Duty station	Alliance Ethio-Française in Addis-Abeba
Starting date	01/11/2021

Job description :

Under the authority of the Cultural Manager and the AEF Director, he / she implements internal or external communication actions, targeting a variety of audiences in line with the general strategy of the establishment and the management's communication plan. In addition, he / she must organize the set-up and smooth running of all the events that will take place at the AEF.

Position in the organization :



Mission :

- Write and / or create visual / audio-visual communication supports (leaflets - brochures - posters - videos) compatible with all medias
- Organize AEF events in collaboration with the cultural Manager as well as with the technical teams (exhibitions - bazaars - inaugurations - concerts - trade fairs - conferences - restaurant activities)
- Update of the AEF website and social networks (Facebook - Instagram - Apolearn LMS platform)
- Follow-up of messages and interactions on social networks
- Maintain and develop a close link with the sponsors and partners of the AEF

Education/Qualification /Experience :

Qualifications

- *Diploma in the field of communication and management of cultural events*

Experience

- A 3 year experience would be appreciated

General and theoretical or disciplinary know-how

- o Mastery of IT tools
- o General knowledge of information and communication sciences
- o Knowledge of the professional environment
- o Knowledge on the environment of language teaching and cultural institutions
- o Sense of pedagogy
- o Know the institution's missions and priorities

Operational know-how

- o Synthesize and write messages in accessible language
- o Ensure a watch on the evolution of communication techniques
- o Sense of organization, of method and having a personal documentation
- o Meet deadlines, manage urgencies and prioritize

Relational know-how

- o Listening skills
- o Sense of contact and teamwork with the requesting departments
- o Communication skills
- o Concern for good collaboration
- o Availability
- o Dynamism, responsiveness and creativity

Language skills

- o Must be fluent in English (C1 level minimum) both in written and in spoken
- o Must be fluent in Amharic (Native level) both in written and in spoken
- o French will be highly appreciated and considered

Remuneration

A starting gross salary of 18,300 ETB per month, but negotiable in function of the experience and the educational background of the candidate. A telephone allowance of 400 ETB per month, and a medical insurance coverage up to 20,000 ETB per year including spouse and two children under 18 years old.

How to apply

Interested and qualified applicants are invited to submit their application along with their updated resume (CV) with corresponding credentials and cover letter by the following email only:

administrateur@allianceaddis.org

All applications must be submitted before October 20th 2021 included. Kindly note that only short-listed candidates will be contacted.