



West African Fertilizer Association Association Ouest Africaine de l'Engrais (WAFA)

JOB ANNOUNCEMENT Communication Officer of WAFA

Type of Engagement: Contract staff

Duration: One Year in the first instance, Renewable

Start date: As soon as possible, not later than September 2019

Location: West Africa

BACKGROUND

The West African Fertilizer Association (WAFA) is the umbrella association of all players in the fertilizer sector of the West African region, including fertilizer manufacturers, importers, blenders and traders. The association was created primarily to serve as a platform for cooperation amongst its members in the quest to champion the development of the fertilizer sector in the region as a means of improving agricultural production and food security of the ECOWAS member states. The vision of WAFA is to effectively bring together all the professionals in fertilizer sector to have a common voice and action towards promoting sustainable, rational and efficient use of fertilizer in agriculture within the ECOWAS region. Formally inaugurated in 2016 and governed by a nine-member Board, the association has rapidly grown in size and function and has become the voice of the private sector in the fertilizer sector. The members of the association together represent over 85% of the fertilizer trade in West Africa.

To support the consistent growth of the association, WAFA recruited and appointed early in 2019 a Coordinator and planned in its 2019 activity the recruitment of an Administration and finance and a communication officers in order to establish a formal staff structure that will be responsible for the day-to-day implementation of activities aimed at achieving the association's goal, under the guidance of the association's Board.



GENERAL RESPONSIBILITIES

Under the supervision of the Coordinator and the Board, the Communication Officer will closely work within the WAFA structure to strengthen its activities.

1. Coordinate/implement the visibility of WAFA all over the World;
2. Maintain and update information on the organization's website;
3. Manage and update information and engage with users on social media sites such as Facebook, YouTube, and Twitter;
4. Design, produce, print or post online brochures, video/audio messages, web, text and other communication documents;
5. Support and advice the Association concerning communication activities, branding and visibility;
6. Organize and manage WAFA branding at meetings and events;
7. Cover WAFA events, write, edit and circulate reports among members and partners
8. Facilitating the information flow within WAFA coordination staff, Board members and members
9. Provide communication support to relevant activities and projects, including the development of project specific communication plans;
10. Support and participate in the organization of all activities of WAFA.
11. Carry out any other assignment that may be deemed relevant by the board

REQUIRED SKILLS AND COMPETENCIES

1. Excellent written and oral communication skills in both English and French
2. Experience in designing and creativity of communication support
3. Knowledge in graphic designing including the use of editing and design software (Adobe Photoshop, InDesign, Premier Pro or similar)
4. Ability to work in fast-paced, self-directed and dynamic work environment
5. Ability to engage with professionals in the area of video and audio recording, editing and production of audiovisual materials
6. Ability to manage multiple projects and meet deadlines
7. Experience in working in an international environment and/or non-profit organizations
8. Ability to work on multiple tasks and under time pressure
9. Ability to work under pressure in an international environment made up of people of various nationalities, cultures, religions and backgrounds

QUALIFICATIONS

1. Bachelor's degree in communication, public relations, media, journalism, marketing or other relevant fields; A relevant higher degree and professional qualification is added advantage
2. Minimum of two years relevant professional experience, including web editing, social media, and other online communications;
3. ECOWAS Citizen;
4. Candidate must be a French-English Bilingual.

WORKPLACE

The Communication Officer will work from any country in the ECOWAS region as may be deemed suitable by the board. Therefore, willingness to relocate to any country within the region is a requirement.

CONTRACT LENGTH

The employment contract will be one (1) year in the first instance, renewable depending on performance. The successful candidate can be engaged either full-time or part-time depending of demonstrated skills and competence level. The engagement will take effect on as soon as a suitable candidate is identified. The salary and benefits will be negotiated with the Board.

APPLICATION PROCEDURE

Wafa gives preference to candidates who meet the requirements and who will add to the cultural, youth and gender diversity of the organization. Qualified females are strongly advised to apply.

Interested candidates are required to submit their applications which should include a **cover letter and an updated CV** that describes their qualifications and experience and provides three references with full contacts. The applicant should also provide his/her contact including Skype ID. Applications should be submitted via email to recruitment@wafafertilizer.org with copy to contact@wafafertilizer.org and drokuku@gmail.com.

CLOSING DATE FOR APPLICATIONS

Candidates should send their application before **9th August 2019**

NB: Only the top candidates will be contacted for interview which will be online at the beginning. There will be no response to telephone inquiries. If you reach the next level of consideration, you will be subjected to a written test and an interview with a selection committee.