

RECRUTEMENT NOTICE:

Position: Communication Officer

Duties and responsibilities of the communication officer (vacant position)

Reporting directly to the Campus France Nigeria Manager and the Higher Education and Science Attaché at the embassy, the communication officer will be charge of implementing communication actions to inform prospective students and promote studying in France.

With a strong focus on digital communication (website, social networks, e-rp), s/he will develop communication actions targeted at a various audience (Students, institutions, Alumni, internal communication) in coherence with the general strategy of the Campus France Nigeria.

Function and duties of the communication officer

- S/he will contribute in determining CFN's strategy and communication plan;
- S/he will produce contents, such as designs and articles for the promotion of the French Higher Education in Nigeria and other activities
- S/he will update CFN website and social media producing articles and posts
- S/he will welcome and assist pre or post admission students interested in pursuing their studies in France, ensure that they are able to use the CFN's online platform;
- S/he will contribute to the organisation of events, interviews and presentations towards students.

Qualification

- Holder of a First degree or Masters degree in communication, journalism, Humanities or Arts;
- Prior communication work experience in a company, Association, NGO or French Cultural Network (audiovisual production, educational or cultural sectors);

Knowledge & Experience

- Excellent knowledge of different types of communication
- Excellent writing and listening skills;
- Excellent knowledge and mastery of digital communication;
- Good mastery of Google Applications and the Microsoft Office Suite;
- Mastery of graphic software (Canva, InDesign, Illustrator)
- Written and oral comprehension of French (B1) would be appreciated;

Expected Skills & Competencies

- Interest in themes related to the French Higher Education and France;
- Ability to work in a multicultural and multidisciplinary team
- Versatility, dynamism, creativity and initiative, ability to synthesis
- Autonomy and sense of organization
- High availability depending on activities, including evenings and weekends

Relationship to work

Work relations

Head: Management

Internal functional relations: all the units

External functional relations: influencers and opinion leaders, external service providers, journalists, press.

Opportunities to work in the evenings and on weekends

Applications (cover letter, CV, at least 2 references) should be sent before 9th July, 2021 by e-mail to infocampusfrance@gmail.com with the following subject: Job offer for the position of Communication Officer. The position will be filled on 1st August, 2021.