

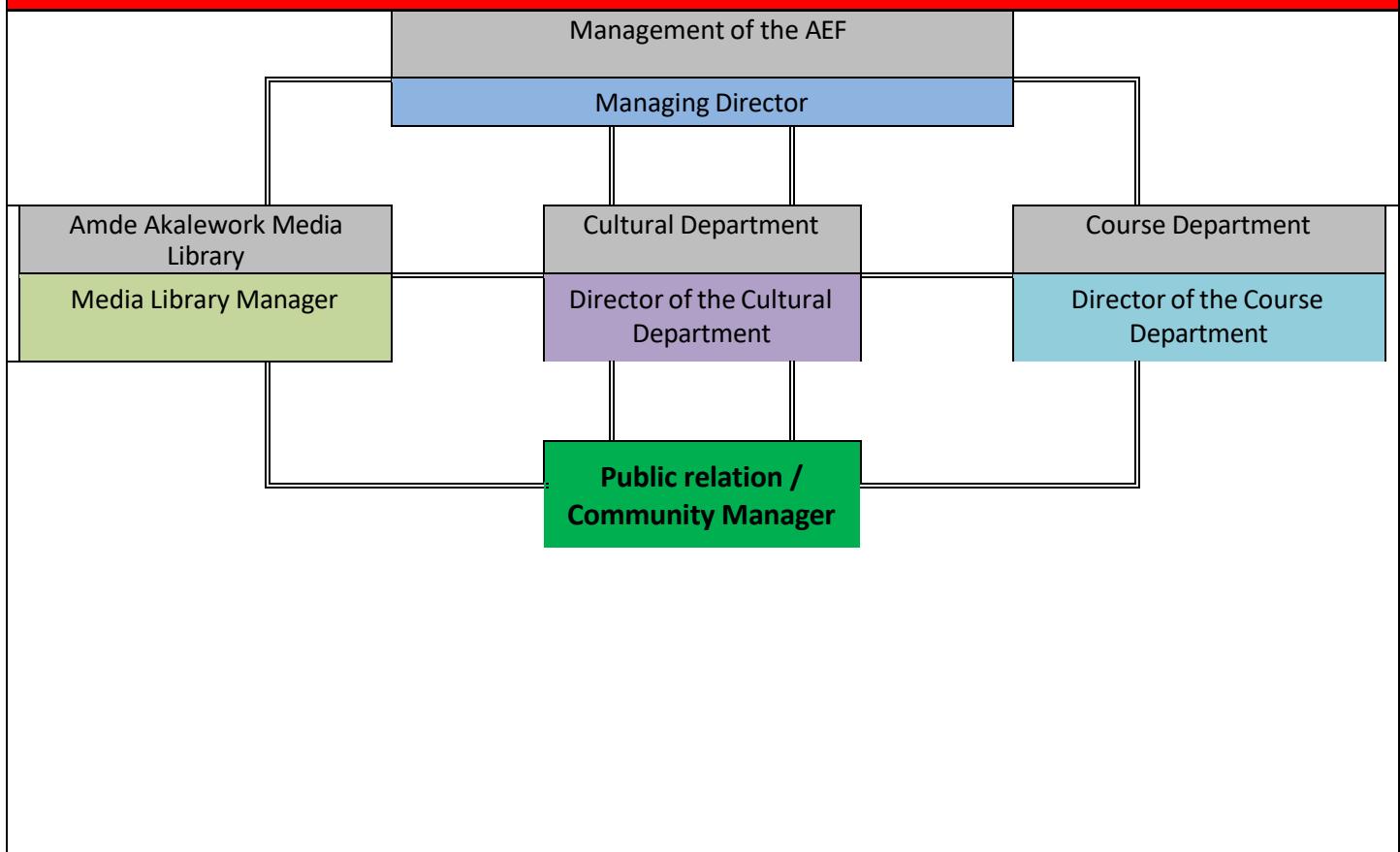
Job Profile

Title / Position	Public relation/Community manager
Line manager	Director of the Alliance Ethio-Française and requesting departments
Type of contract	Long term contract after a probationary period
Duty station	Alliance Ethio-française, Addis-Ababa
Starting date	As soon as possible

Job Description:

Under the authority of the AEF Director and the requesting departments (administration, cultural and courses), he/she implements internal and external communication initiatives, targeting a variety of audiences in line with the establishment's general strategy and communication plan.

Position within the organization:



Mission :

1. Develop and implement communication strategies to promote the Alliance Ethio-française's mission and activities.
2. Create compelling content for various platforms including website and social media.
3. Manage and update the organization's social media channels to engage with the community and stakeholders effectively.
4. Cultivate and maintain relationships with media outlets, journalists, influencers and organize the data collection to enrich our database of press, journalists and digital media. Coordinate and draft press releases, media advisories, and other communication materials.
6. Monitor and analyze communication metrics to assess the impact and reach of communication initiatives.
7. Collaborate with internal teams to ensure consistent messaging and branding.
8. Required availability for cultural events (taking photos, making press contacts, welcoming the public, helping with logistics, etc.)

Education / Qualifications / Experiences :

Qualifications

- Bachelor's degree in Communication, Public Relations, or a related field.
- Proven experience in content creation, social media management, and press relations.
- Strong written and verbal communication skills in both English and Amharic (French skill is a plus).
- Familiarity with the cultural and linguistic nuances of the Ethiopian and French communities.
- Proficiency in digital tools and platforms relevant to communication and content creation.

Experience

- A 2-to-3-year work experience is a plus.

Languages

- Proficiency in English – Amharic (spoken, written, read)
- French *is a plus*.

Benefits:

- Opportunities for professional development and training.
- Collaborative work environment.
- Evolving in a multicultural environment.

Remuneration

The remuneration will be negotiable according to the candidate's qualification and experience. A telephony 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.

Application process

Interested and qualified candidates are invited to submit their application together with an updated **curriculum vitae** (CV) with **relevant references** and a **cover letter** via email only to the following email address:

jobs@allianceaddis.org

All applications must be submitted by **July 15th, 2024**. Kindly note that only shortlisted candidates will be contacted.

