



# CALL FOR APPLICATIONS

Job Title: **DIRECTOR OF COMMUNICATION, PUBLIC RELATIONS AND PROTOCOL**

Reference: **0011/CEEAC/COM/SG/DCRPP/2025**

Application Deadline: **29 August 2025**

Duty Station: **Libreville, Gabon**

Contract Type: **Fixed-term contract of three (3) years, renewable**

<b>JOB SITUATION</b>	
<b>Department</b>	General Secretariat
<b>Directorate</b>	Communication, Public Relations and Protocol
<b>Functional Relations:</b>	<ul style="list-style-type: none"><li>- All ECCAS Directorates;</li><li>- ECCAS' Commissioners and Directors;</li><li>- Translators and interpreters;</li><li>- Accredited media in the various Member States;</li><li>- Protocol services of host countries and relevant Gabonese authorities (Police, Customs, Ministry of Foreign Affairs).</li></ul>
<b>JOB PURPOSE</b>	
The Director of Communication, Public Relations and Protocol is responsible for promoting the image and brand of the Commission, its services and achievements, to its various audiences.	
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"><li>- Develop and oversee the implementation of the Community's Communication strategy;</li><li>- Promote the image of the Community at both regional and international levels, in coordination with other relevant structures;</li><li>- Organize press conferences and other Community communication actions;</li><li>- Collect, synthesize and provide national and international news related to various sectors;</li><li>- Manage the website, in coordination with the Directorate in charge of Information Systems;</li><li>- Gather and disseminate information to international organizations, development partners, ECCAS' liaison offices in member states, and institutions;</li><li>- Manage relations with the media and other communication services;</li><li>- Publish institutional promotional materials for the Community;</li></ul>	



- Coordinate the writing and publication of newsletters and other publications of interest to the Community;
- Coordinate the Documentation and Archives Center;
- Ensure protocol and diplomatic ceremonial during various events;
- Receive and accompany the Commission's distinguished guests;
- Welcome, inform and guide the users of the Commission in liaison with the service responsible for reception;
- Ensure protocol management of meetings and ceremonies;
- Supervise the organization of travel for senior Commission officials;
- Oversee the management and translation of documents;
- Provide interpretation during statutory meetings;
- Define objectives for structures under their responsibility according to the defined strategy, coordinate their activities and monitor results;
- Prepare, propose and oversee the execution of the Directorate's budget;
- Ensure the proper organization of its Management and adapt human and material resources to the objectives to be achieved;
- Assist its employees in their duties and guide their actions;
- Guarantee the production of activity reports from the Directorate to the hierarchy;
- Periodically evaluate the staff and propose changes and/or training to be undertaken;
- Ensure effective communication within its structure.

#### **REQUIRED PROFILE**

<b>Education</b>	Hold a higher education degree (at least Master's level or equivalent – Bac+5) in Communication, Public Relations, International Relations, Political Science, Institutional Communication, or a related field.
<b>Experience</b>	Have at least eight (8) years of professional experience in similar responsibilities (see Article 13 of the ECCAS Staff Regulations) within a national or international organization.
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>- Central Africa and ECCAS' Member States;</li> <li>- International reference institutions and organizations;</li> <li>- Functioning of multilateral organizations;</li> <li>- Member States;</li> <li>- International and diplomatic culture;</li> <li>- General knowledge in political science and international relations;</li> <li>- Internal and external communication strategies;</li> </ul>



	<ul style="list-style-type: none"> <li>- Crisis communication;</li> <li>- Press relations and media management (media within ECCAS and broader media such as TV, press, radio, internet, social media, and events);</li> <li>- Communication techniques and tools;</li> <li>- Image and reputation management;</li> <li>- Organization of events and institutional campaigns;</li> <li>- Lobbying techniques and stakeholder relations;</li> <li>- Negotiation and diplomacy;</li> <li>- Protocol rules (order of precedence, official reception, ceremonies);</li> <li>- Organization of ECCAS' statutory meetings and conferences, official visits, bilateral meetings;</li> <li>- Coordination with state services or governing bodies;</li> <li>- Project planning and management techniques;</li> <li>- Development of strategic communication plans;</li> <li>- Brand image analysis, positioning, and competitive intelligence;</li> <li>- Proficiency in at least one of the four (4) official languages of the Community (English, Spanish, French, and Portuguese). Proficiency in another language of the Community would be an asset.</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>- Advanced professional and managerial skills;</li> <li>- Ability to design, plan, lead and evaluate large teams if needed;</li> <li>- Mastery of digital communication tools (social media, newsletters, etc.);</li> <li>- Professional writing (press releases, speeches, visual materials, etc.);</li> <li>- Ability to communicate both orally and in writing with high-level, multicultural audiences;</li> <li>- Develop communication strategies and policies;</li> <li>- Design information and communication materials;</li> <li>- Media and documentary monitoring;</li> <li>- Manage a documentation fund;</li> <li>- Analyze and synthesize sources to deliver information;</li> <li>- Manage, coordinate, and monitor projects;</li> <li>- Organize and lead technical meetings with all types of internal or external stakeholders;</li> <li>- Manage and negotiate with external service providers;</li> <li>- Manage protocol and diplomatic ceremonies;</li> <li>- Knowledge of digital tools;</li> <li>- Use specialized applications in relevant fields.</li> </ul>



Behavioral Skills	<ul style="list-style-type: none"> <li>- Leadership;</li> <li>- Anticipation;</li> <li>- Results orientation;</li> <li>- Analytical and synthesis skills;</li> <li>- Negotiation ability;</li> <li>- Discretion and respect for confidentiality;</li> <li>- Innovation/creativity;</li> <li>- Interpersonal communication and listening skills.</li> </ul>	
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#### **TERMS OF EMPLOYMENT**

Remuneration	<ul style="list-style-type: none"> <li>- Salary and benefits in accordance with the ECCAS' remuneration scale.</li> </ul>	
Nationality & Gender	<ul style="list-style-type: none"> <li>- Be a national of an ECCAS' Member State; geographical balance among Member States will be considered during recruitment;</li> <li>- Female applications are encouraged.</li> </ul>	

#### **APPLICATION FILE**

- A motivated application letter;
- A detailed CV including the applicants' full contact details (name, address, phone, fax, email);
- Certificate of nationality;
- Birth certificate or equivalent legal document;
- Criminal record extract (bulletin n°3) issued within the past three months;
- Certified copies of academic and university degrees and diplomas;
- Employment certificates and documents proving professional references;
- Medical certificate issued by an approved physician certifying fitness for the position and absence of any condition that could endanger others' health;
- Full identity of three referees with no family ties, who can attest to the candidate's professional and moral qualities.

The complete application file, with reference 0011/CEEAC/COM/SG/DCRPP/2025 and the job title **“DIRECTOR OF COMMUNICATION, PUBLIC RELATIONS AND PROTOCOL”** must be sent electronically only, no later than August 29, 2025, by 5:30 PM Libreville time, to: [recrutements@ceeac-eccas.org](mailto:recrutements@ceeac-eccas.org)

