



CALL FOR APPLICATIONS

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

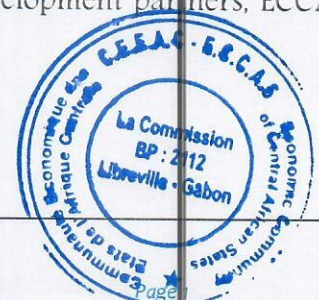
Reference: **0011/CEEAC/COM/SG/DCRPP/2025**

Application Deadline: **29 August 2025**

Duty Station: **Libreville, Gabon**

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

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



- 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

Education	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.
Experience	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.
Knowledge	<ul style="list-style-type: none"> - Central Africa and ECCAS' Member States; - International reference institutions and organizations; - Functioning of multilateral organizations; - Member States; - International and diplomatic culture; - General knowledge in political science and international relations; - Internal and external communication strategies;



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



Behavioral Skills	<ul style="list-style-type: none"> - Leadership; - Anticipation; - Results orientation; - Analytical and synthesis skills; - Negotiation ability; - Discretion and respect for confidentiality; - Innovation/creativity; - Interpersonal communication and listening skills. 	
TERMS OF EMPLOYMENT		
Remuneration	- Salary and benefits in accordance with the ECCAS' remuneration scale.	
Nationality & Gender	<ul style="list-style-type: none"> - Be a national of an ECCAS' Member State; geographical balance among Member States will be considered during recruitment; - Female applications are encouraged. 	
APPLICATION FILE		
<ul style="list-style-type: none"> - 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. <p>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</p>		

