

Central Africa Communications Specialist

United States Forest Service International Programs

Terms of Reference

The US Forest Service International Programs (USFS/IP) Central Africa program, with financial support of the United States Agency for International Development (USAID), seeks a part-time Communications Specialist (hereon referred to as the 'Comms Specialist') to develop strategic communications material and facilitate communication activities for the USFS/IP Central Africa program covering program activities in the Democratic Republic of the Congo (DRC), Republic of Congo (RoC), Cameroon and Gabon. Most of USFS/IP regional activities are part of the USAID's Central Africa Program for the Environment (CARPE), which aims to support "Central Africa's transition to climate-resilient, low-emissions development accelerated through sustainable management of biodiverse forests." The Comms Specialist will be based in Kinshasa, DRC and engaged in a part-time consulting contract.

Position Description

The Comms Specialist will work closely with the USFS/IP Regional Field Manager based in Kinshasa as well as the broader USFS/IP Central African team to strengthen USFS/IP Central Africa communications material.

The primary Comms Specialist's duties will include:

- ✧ Further expand and implement the USFS IP Central Africa communication strategy and plan in collaboration with the broader Central Africa team;
- ✧ Develop communications outputs for the regional USAID-supported and USFS-implemented programs as well as country specific material including, but not limited to: information briefs, posters, handouts, signs, outreach materials (e.g., calendars, usbs, hats, etc.) and templates (e.g., info briefs, reports, etc.);
- ✧ Coordinate with graphic designers to design communication products;
- ✧ Coordinate translation of communication material;
- ✧ Draft success stories highlighting various program successes and components to be published regularly;
- ✧ Draft and distribute regular newsletters for partners;
- ✧ Travel to the field to document and gather information on programmatic field activities as necessary;
- ✧ Finalize and regularize detailer mission reports and follow-up with detailers to obtain photo and field debrief material;
- ✧ Assist with communications-related planning and coordinating events, activities and workshops with partners and ministries;
- ✧ Build strategic media contacts and relations in Kinshasa and Brazzaville;
- ✧ Ensure the project's outreach materials are consistent and inline with USAID and USFS branding guidelines including signage at sites, promotional items, posters, publications and other products; and
- ✧ Manage and prioritize USFS Central Africa communications' activities and deliverables.



Qualifications

The successful candidate will have:

- ✧ Minimum Bachelor's degree in communications, journalism, environmental sciences, natural resources management, or biodiversity conservation is required;
- ✧ Strong written and communications skills in English as well as French fluency;
- ✧ Experience with press releases, graphic design and layout, website building, in design, photography/videography, and/or translation desired;
- ✧ Strong interpersonal skills with prior experience organizing and planning successful events with diverse stakeholders;
- ✧ Ability to travel throughout Central Africa region as needed;
- ✧ Experience with USAID desired;
- ✧ Familiarity with international organizations and/or U.S. foreign government agencies

The majority of the communications material will be in English, therefore the candidate must have strong English written and communication skills while also being able to communicate in French.

Location

The position will be based in Kinshasa, DRC and the consultant will be contracted on a part-time local contract.

To Apply:

Please send a Letter of Interest, two writing samples and your CV to the Country Coordinator (olivia.freeman@fs-ip.us) with “**USFS Central Africa Comms Specialist**” in the subject line. Finalists will be contacted.

