



together possible.

The World Wide Fund for Nature (WWF) Cameroon is looking for a Communication Assistant to support WWF/Jengi-TNS Programme

Want to make a positive difference to the future of people and our one shared home, the Earth? Working with WWF could be your opportunity of a lifetime:

All around the world, people are waking up to the deepening crisis of nature loss. A growing realization that nature is our life-support system. And that nobody will be spared from the impacts of its loss. Here at WWF, we are helping to tackle this enormous global challenge.

Our people come from hugely diverse backgrounds and with a variety of expertise, ranging from HR and finance to advocacy and conservation science. We welcome applications from anyone who believes they can help us create a better future for people and wildlife.

What we do:

We are an independent conservation organization, striving to sustain the natural world for the benefit of people and wildlife. From individuals and communities to business and government, we are part of a growing coalition calling on world leaders to set nature on the path to recovery by 2030. Together, we seek to protect and restore natural habitats, stop the mass extinction of wildlife, and make the way we produce and consume sustainable.

For our Jengi TNS Programme based in Mambele, we are looking for a dynamic and committed Communication Assistant to support WWF/Jengi-TNS Programme.

Reports to: Programme Manager

Location: Mambele, Boumba and Ngoko Department, Eastern Region, Cameroon

Duration: One year renewable

Mission of the Department

To ensure the development and implementation of the Jengi-TNS Programme to the highest standards, in line with the WWF Cameroon Conservation Strategy. This mission is to increase public awareness, understanding, and support for conservation initiatives through effective communication strategies and outreach efforts. This involves fostering a strong connection between the organization and its stakeholders, including the general public, policy makers, donors, and partner organizations.

Major Functions

Liaises closely with the Programme manager, Technical adviser and other staff of Jengi-TNS programme as a whole, to obtain **news** and information from them on WWF policy developments, the Global programme and other issues. Liaises closely with WWF CCO Communication Coordinator, and other CCO communication team, to provide them with information on the Jengi_TNS programme activities and other environmental issues within the project area. Interact with all target groups, including the local communities in the project area, in order to provide regular up to date news articles, photographs and features on project key activities and local environmental issues..

Major Duties and Responsibilities

- Assist in the development and implementation of communication strategies and plans to promote

WWF's mission, values, and activities.

- Support the creation and distribution of press releases, newsletters, brochures, and other communication materials.
- Contribute to the management and maintaining of the organization's social media accounts, ensuring regular updates and engaging content.
- Monitor media coverage and public sentiment, tracking trends and identifying opportunities for the organization to contribute to relevant conversations.
- Assist in organizing and coordinating events, webinars, and other outreach activities to promote the organization's work and enhance public engagement.
- Support the creation and maintenance of media contact databases, ensuring effective relationships with journalists, bloggers, and other media professionals.
- Contribute to the development and production of multimedia content, including videos, podcasts, and infographics.
- Assist with the management and maintenance of the Jengi-TNS website, ensuring that content is accurate, up-to-date, and engaging.
- Provides WWF photo library with qualify field photographs.
- Designs quality promotional material that conforms to WWF brand to be circulated to partners and related entities in the project area, Cameroon and the WWF Network.
- Organizes and arranges professional aspects of visits of foreign journalists and other media groups to the Jengi- TNS programme area when necessary.
- Creates and develops close and continuing relations with journalists, editor and other media producers in the project area for the purpose of communications for conservation.

Profile

Required qualifications:

- Bachelor's degree in communications, Journalism, Public Relations, or a related field.
- At least three (3) years' experience in a Communications role, preferably in an NGO environment or within the conservation/environmental sector.

Required skills and competencies

- Excellent Communication skills in French and English both oral and written; additional languages would be beneficial.
- Strong written and verbal communication skills, with the ability to adapt messaging to different audiences.
- Proficiency in using social media platforms, content management systems, and graphic design tools.
- Excellent organizational and time-management skills, with the ability to prioritize tasks and meet deadlines.
- Creative thinker with a passion for storytelling and a keen eye for detail.
- Ability to work both independently and as part of a team in a fast-paced environment.
- Familiarity with media monitoring and analysis tools.
- Innovative, creative and willing to learn.
- Passionate about biodiversity conservation.

Values and Behaviors

- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity.
- Demonstrates WWF behaviors in way of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly.

Working Relationships

Internal: Maintains close working relations and interactions with Jengi-TNS staff and CCO communication coordinator.

External: Interacts with in-country governmental institutions, non-governmental organizations and different stakeholders in Jengi-TNS area..

Qualified candidates from residents of Lobeke (Moloundou, Salapoumbé, Mambelé...) are strongly encouraged to apply.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

How to apply:

- Apply through the Link: https://cameroon.panda.org/apply_to_a_job/apply_to_a_job/ with a computer **(Please do not use a mobile phone). Choose job J158**
- Candidates' residents from Lobeke (Mouloundou, Salapoumbé, Mambelé...) who doesn't have access to internet can submit their physical applications (CV and cover letter) to the various WWF offices in:
 - Ngoyla, Central town Ngoyla ;
 - Mambele, 800M from Mambele Junction;
 - Yokadouma, Opposite Departmental Delegation of Forest & Faune.

Deadline for applications: **06 April 2025**.

Thank you in advance for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow-up.

WWF is an equal opportunity employer and committed to having a diverse workforce