



JOB DESCRIPTION - WEB ASSISTANT & GRAPHIC DESIGNER

As part of the PARADE 2 project, the CDA is recruiting a Web & Infographics Assistant.

JOB DESCRIPTION

Project title	Project on the empowerment and integration of the internally displaced persons in Dschang and its Surroundings - phase 2 (PARADE 2)
Function	Web Assistant / Graphic Designer
Type of Contract	Fixed-term, volunteer contract (CDD)
Duration	10 months
Nature of the position	Part-time
Working hours	Monthly
Assignment	CDA Headquarters
coordination (direct supervisor)	Project Manager
Employer	CDA-PARADE
Collaboration	With all the partners planned in the project
Travel	No
Subordinate (s)	No

The Cameroon Debate Association (CDA) is an apolitical and secular association, open to Cameroonian youth. Its main purpose is to offer young people of both sexes the opportunity to acquire the knowledge and methods necessary to develop their personality and facilitate their social integration, and to offer them opportunities to lead, individually or collectively, actions aimed at the well-being of their communities.

PARADE project. Now in its second phase, the Project for the empowerment and integration of the internally displaced persons in Dschang and its Surroundings (PARADE 2) targets displaced English speakers residing in the municipalities of Dschang, Santchou, Bafou and Mbouda. PARADE 2, primarily, aims at promoting peace and citizenship in the IDP host communities, contribute to the integration and capacity building of English-speaking displaced people. Then, while preparing them for the return, it

promotes self-employment and socio-economic integration of young people, women and girls English-speaking displaced with a favorable impact on the management of the post COVID-19 environment, including waste and garbage. Spread over ten (10) activities, this phase is a continuation of the first with a direct target of six (06) thousand displaced from NOSO.

I: MISSIONS

- Design all the digital and physical communication tools for the association and the project (logos, posters, banners, backdrops, roll-ups, trailers, videograms, etc.)
- Assist the Webmaster in the management of the MEGA CDA website and its sub-domains;
- Contribute to the design, maintenance and management of a crowdfunding platform;
- Participate in the definition of a virtual strategy adapted and efficient in digital communication;
- Increase the visibility, ranking and SEO tracking of association platforms, at least 70%;
- Regularly improve the performance of the crowdfunding platform;
- Participate in the development and multiplication of online content;
- Train the association, the project team, or the beneficiaries in ICT in collaboration with the ICT team;
- Have at least six (06) win-win partnership agreements signed online with advertisers.

II: TASKS

- Design-editing of documents and supports;
- Production, printing and distribution of communication tools;
- Create permanently, at the CDA headquarter, mini-videograms for distribution on social networks (Youtube, Facebook, Twitter, Instagram).
- Ensure a proper use of the association's electronic devices
- Empowering and upgrading the project team and the association in ICT.
- Maintenance of computers and electronic devices at headquarters;
- Production of a monthly activity report;
- Any other task entrusted to the candidate and deemed useful by his superior.

III: RESEARCH PROFILE

- 2 years of experience in the design of digital tools;
- Passionate about computers and internet;
- Proficiency in programming languages (Javascript, HTML, CSS, PHP, etc.);
- Adequate knowledge in web marketing / web design;
- Able to communicate in English and French;
- Can work under pressure;
- Flexible, curious, creative;
- Discipline, committed and autonomy in work;
- Relational and communication skills;
- Young web designers without diplomas are strongly encouraged.

IV: TERMS OF RECRUITMENT

The application files are sent exclusively by e-mail to the address parade.cameroon@gmail.com with the title "JOB-PARADE 2020-Assistant-Web Designer]".

Each application includes:

- A cover letter adapted to the position requested
- CV (no more than 5 pages)
- A declaration of good character duly signed.

The incomplete or non-compliant application files will simply be rejected.

- Call for application: June 15, 2020
- Deadline for applications: July 31, 2020 at 12:00 p.m. GMT.
- Response to preselected candidates and technical tests: August 15, 2020
- Interviews (Dschang, online or phone): **August 28-29, 2020**
- Starting date : 02 September 2020

More information on the PARADE project,

here: <https://debatecameroon.org/fr/le-projet-parade/rapports-parade/>

NB: Only the preselected candidates will be notified.