



## JOB DESCRIPTION - COMMUNITY MANAGER

As part of the PARADE 2 project, CDA is recruiting a Community Manager.

### 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	Community Manager
Type of Contract	Fixed-term, volunteer contract
duration	10 months
Nature of the position	Part-time
Working hours	Monthly
Assignment	Home
coordination (direct supervisor)	Project Manager
Employer	CDA-PARADE
Collaboration	With all the partners planned in the project
Travel	No- except in case of urgent work at headquarters or major event
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

- Develop a strategic model of effective communication on social networks (Facebook, Whatsapp, LinkedIn, Instagram...);
- Tripling the number of followers and e-members on the association's social networks, in particular Facebook pages, WhatsApp / Facebook groups;
- Establish an online communication plan / calendar on the PARADE project and the crowdfunding platform;
- Ensure online communication of the project on the association platforms;
- Animate the crowdfunding platform;
- Host, once a month, discussion forums on the CDA's WhatsApp and Facebook group;
- Disseminate the contents of the association on other platforms and social outlets;
- Write at least two articles per month on the association's field of interest, debate/public speaking, its projects or activities;
- Publish articles on the association and its projects in online journals
- Participate in the development and multiplication of online content;
- Develop a good number of partnerships online;
- Work on the e-reputation of the project, and trigger its improvement;
- Empower the members of the association, the project team or the beneficiaries in ICT in collaboration with the ICT team.

## II: TASKS

- Editing and updating online content;
- Production of audio-visual supports for online animation;
- Production and dissemination of creative images related to the project, association or its field of interest, debate/public speaking;
- Design, update and animation of the association's social media;
- Research and management of online advertisers;
- Administration of online communication with Internet users;
- Monthly report on the needs / complaints of Internet users and beneficiaries of the project;

- Assistance of the computer graphics designer in digital tools;
- Positioning of relevant texts, videos and infographics, advertising options;
- Collaboration with the responsible for community mobilization and development for a colorful and effective communication with the displaced;
- Training, retraining and upgrading of the project team and the association in terms of ICT.
- Production of a monthly activity report;
- Any other task entrusted to the candidate and deemed useful by his superior.

### III: RESEARCH PROFILE

- 1 year of experience in community management;
- Passionate about computers and internet;
- Knowledgeable in web marketing / web design;
- Able to communicate in English and French;
- Can work under pressure;
- Will to learn ;
- Flexible, curious, creative;
- Discipline, thoroughness and autonomy in work;
- Relational and communication skills;
- Applications from young people without a diploma are strongly encouraged.

### IV: TERMS OF RECRUITMENT

The application files are sent exclusively by e-mail to the address [parade.cameroon@gmail.com](mailto:parade.cameroon@gmail.com) with the title "JOB-PARADE 2020-COMMUNITY MANAGER].

Each application includes:

- A cover letter adapted to the position requested
- CV (no more than 5 pages)
- A letter 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..