



TERMS OF REFERENCE (TORS)

Position Title: **Executive Officer – Communications and Coordination**

Reports to: the Executive Secretary (*with a functional reporting line to the President*)

Location: Yaoundé, Cameroun or remote

Contract Type: Full-time

Contract Duration: 12 months with possibility of renewal

Language Requirement: Bilingual in **French** and **English** (written and spoken)

Start Date: as soon as possible

1. Background

The Consortium of African Funds for the Environment (CAFÉ) is a membership-based network comprising 19 member Environmental Funds (EFs), also known as Conservation Trust Funds (CTFs), spread across 22 countries in Africa. CAFÉ has been operational since 2011, supporting the management of over \$550 million in endowments and \$120 million in sinking funds. CAFÉ works to enhance the effectiveness and sustainability of its members, strengthening the role of conservation finance across the continent.

The Secretariat supports the coordination of member CTFs, manages knowledge sharing, builds partnerships, and facilitates implementation of resolutions of the **General Assembly** and **Executive Committee**.

To strengthen executive coordination and organisational visibility, CAFÉ seeks to recruit a **qualified, bilingual, and creative Executive Officer – Communications and Coordination**, who will provide strategic and administrative support to the **Executive Secretary** and ensure the production of professional communication and branding materials.

2. Purpose of the Assignment

The **Executive Officer – Communications and Coordination** will work hand in hand with the Executive Secretary to:

- Support the Office of the President and Executive Committee;
- Coordinate day-to-day implementation of key activities across the organisation;
- Produce and disseminate high-quality communication products;
- Enhance the visibility and public image of the organisation through professional graphic design, stakeholder engagement, and multilingual communication.

3. Scope of Work and Responsibilities

A. Executive Office Support

- Provide high-level executive support to the Executive Secretary in managing daily activities, communications, and follow-up on assignments.
- Organise internal and external meetings, including preparation of briefing materials, agendas, and minutes.
- Support the implementation of the Executive Committee and General Assembly resolutions by tracking action items and progress indicators.
- Draft correspondence, speeches, talking points, and presentations for senior leadership.

B. Strategic and Operational Coordination

- Assist the Executive Secretary in monitoring execution of the Annual Work Plan across various programme and administrative areas.
- Liaise with internal teams and member organisations to collect updates, inputs, and feedback for reporting and planning.
- Maintain well-organised files and records for governance and planning processes.

C. Communications and Visibility

- Draft, edit, translate, and disseminate internal and external communication materials (press releases, newsletters, announcements, updates).
- Develop and maintain content for digital platforms (website, social media) in both English and French.
- Coordinate the production of the organisation's annual report and other institutional publications.

D. Graphic Design and IEC Materials

- Design visually compelling materials including:
 - Annual reports
 - Event banners
 - Flyers, brochures, infographics
 - Presentation templates and digital reports
- Ensure consistency in branding, language, and style across all platforms and products.
- Maintain a digital repository of communication materials, photos, and visual assets.

E. Stakeholder Engagement and Events

- Assist the Executive Secretary in engaging member organisations and external partners regarding communication-related inquiries.
- Support media engagement, stakeholder updates, and preparation of event kits and promotional content.

4. Deliverables

The Officer will be expected to deliver the following outputs:

- Monthly executive office activity updates.
- Communication strategy implementation reports.
- At least four high-quality communication products per quarter (brochures, flyers, infographics, etc.).
- Drafting and designing of Annual Reports.
- Regular updates to website and social media accounts.
- Minutes and action plans from key meetings.
- Biannual progress reports on the implementation of the Annual Work Plan.

5. Required Qualifications and Experience

- Bachelor's degree in Communications, Graphic Design, Journalism, Public Relations, International Development, or a related field.
- Minimum of 3–5 years of experience in a similar role supporting senior executives and communications work in an international or regional organisation.
- Fluency in both English and French, with strong writing, editing, and translation skills.
- Proficiency in graphic design and layout software, like Adobe InDesign, Illustrator, Photoshop, and Canva is an asset.
- Proven track record in producing high-quality IEC and visibility materials.
- Strong organisational skills, discretion, attention to detail, and the ability to manage multiple tasks and deadlines.

6. Desired Competencies

- Strong interpersonal and relationship management skills.
- Excellent communication skills, with cultural sensitivity and diplomacy.
- Proactive and self-motivated, with a problem-solving mindset.
- Experience with web content management systems, social media tools, and analytics is an asset.
- Ability to work independently while exercising sound judgment in fast-paced environments.
- Familiarity with environmental, conservation, or development issues is an added advantage.

7. Working Conditions

- Some flexibility in working hours may be required to accommodate different time zones.

8. Supervision and Reporting

The **Executive Officer – Communications and Coordination** will report to the Executive Secretary (with a functional reporting line to the President). Performance will be reviewed semi-annually based on agreed deliverables.

9. Contract duration

The contract duration is 12 months, renewable based on performance and funding availability

10. Application Process

Interested applicants should submit:

- A cover letter (max 1 page)
- Detailed curriculum vitae (max 3 pages)
- A portfolio or sample of designed communication materials (if applicable)
- At least two professional referees

Preselected candidates will be invited for a written test and interviews.

Applications should be sent to info@cafeconsortium.org, with a copy to theophile.zognou@fondationtns.org, no later than **Monday, 15 September 2025**. Only shortlisted candidates will be contacted.