

## Vacancy – Communications and Translation Officer

*October 2023*

**Job Title: Communications and Translation Officer**

**Location: Yaoundé, Cameroon**

**EVIHDAF** is an international research and evaluation organization **headquartered in Yaoundé, Cameroon**, which serves the **West and Central Africa** region. It provides services in Research, Evaluation & Learning; Data, Analytics & Information Systems; and Social & Behavior Change Strategies. Its practice areas include Health and Health Systems, Nutrition and Food Security, and Agriculture and Livelihoods. We have a USAID-funded project office in Niamey, Niger, and a Data Unit satellite office in Parakou, Benin ([www.evihdaf.com](http://www.evihdaf.com)).

We are looking for a dynamic and motivated candidate to fill the position of **Communications and Translation Officer**. A critical member of our communications team, she/he will have primary responsibility for the translation of documents and will work under the supervision of the Communications and Knowledge Management Officer. The position is based in Yaoundé, Cameroon and requires flexibility and strong organizational skills.

### **Responsibilities**

- Translate all administrative and communications documents (FR - ENG / ENG - FR).
- Support the development and posting of content to platforms including, but not limited to our website and social media accounts.
- Support the production of various communications materials (banners, printed documents, posters, etc.).
- Write and edit documents and other communication tools as necessary.
- Facilitate knowledge management and sharing.
- Support the organization of training sessions and workshops.
- Learn about new ideas in communications and where appropriate implement "best practices" gleaned from other projects and activities.
- Perform other relevant tasks as assigned.

### **Qualifications**

- Bachelor's degree in communications, translations, or related field, or equivalent.
- Minimum 3 years of relevant communications or/and translations experience required, preferably related to global health in low- and middle- income countries.
- Familiarity with the field of global health (family planning and reproductive health, nutrition and food security, malaria, ...) in low- and middle-income countries.
- Proficiency and excellent writing and editing skills in French.
- Good writing and editing skills in English.

- Ability to create compelling and organized narratives, stories, and other materials for various audiences.
- Good knowledge of website and social media content development techniques - familiarity with WordPress CMS, is an asset.
- Highly proficiency in Microsoft Office, DeepL Translate, Adobe Creative Suite, especially InDesign applications and others.
- Ability to work independently and on a team and manage and support multiple tasks simultaneously.
- Ability to influence, motivate, negotiate, and work well with others.

### **How to Apply?**

Interested candidates are invited to submit their application online to the address [admin@evihdaf.com](mailto:admin@evihdaf.com) with the subject line "**Communications and Translation Officer**". The application should consist of:

- A two-page cover letter in English, showing the candidate's qualifications for the position.
- A CV in English of no more than five (5) pages, ending with the names, phone numbers and email addresses of three referees.

**The position will remain open until filled.**