



## **Communication Officer - SENEGAL**

### **THE ALIMA ASSOCIATION**

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The Alliance for International Medical Action (ALIMA) is an international medical organization, founded in 2009. ALIMA's aim is to provide a high standard of healthcare in situations of emergency or medical disaster and to improve the practice of humanitarian medicine by developing innovative projects associated with medical research. The specific feature of the association is to base its operating methods mainly on partnership with national medical players. By pooling and capitalizing on their skills, ALIMA and its partners give as many people as possible access to a high standard of treatment.

Since its creation, the association and its partners have successfully developed in line with the increase in humanitarian medical needs, especially in Western and Central Africa: 580,000 patients treated in 2014 including over 25,000 hospitalizations, new governance between the partners of the medical NGO platform in the Sahel, new innovative approaches and operational research projects. ALIMA also responded to the Ebola emergency by opening a 40-bed Ebola treatment centre in Guinea. With operations in eight countries, 15 projects, over 1,200 employees and a budget of €19.5 million, ALIMA is a dynamic NGO, effectively deploying medical aid for the most vulnerable.

### **POST TYPOLOGY**

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**Mission Location : DAKAR**

### **HIERARCHICAL AND FUNCTIONAL LINKS:**

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The communication officer acts under the responsibility of the communication manager.

### **MISSION AND MAIN ACTIVITIES**

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- Participate in the implementation of ALIMA's communication strategy
- Support the realization of quality content to inform the general public shares of ALIMA and partners;

The communication officer will have skills in writing and editing, including in the use of social media and media management.

He will help in the writing of content for the new ALIMA website and social networks (Twitter, Facebook ), he will ensure the printing and distribution of certain communication tools and provide support for the development of public relations with media.

## **MAIN ACTIVITIES**

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### Communication

- Media watch : press review of implementation ;
- Regular updating of the international database, regional and local ;
- Support for the creation of communication materials (brochures, annual reports, posters, movies, photos, audio...);
- Support for internal communication : writing information points, newsletter, alerts ;
- Support in the management of the website and the social networks: posting of different content, management and control of comments and interventions in connection with the digital officer and the communication manager;
- Use of social media and blogging platforms to engage and convince the international institutions, donors, governments, civil society or NGOs, journalists/ media on humanitarian issues;
- Treat the media request and support in drafting the language elements ;
- Participation in the general activity of the department and operating office in Dakar.

## **EXPERIENCE AND SKILLS**

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### **Experience :**

- Diploma in communication, political sciences or multimedia
- Editing skills. Experience in writing for website
- Excellent communication skills - both written and verbal
- Previous experience (internship) in a company or association, with a communication component is a plus

### **Other appreciated skills :**

- Motivation for associations and humanitarian actions
- Dynamic, independent, rigorous, initiative, creative
- Proven computer skills - Office package (especially Word and Excel)
- Mastery of tools related to management and communication/ social media
- Excellent drafting and interpersonal skills essential
- Ability to work under pressure and in tight deadlines

### **Language:**

**An excellent knowledge of English is mandatory (written, read, spoken).**

French is an asset.

## CONDITIONS

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**Contract length:**

6 month Fixed term contract (CDD), renewable.

**Salary:** according to experience

ALIMA takes over:

- 5 weeks annual leave per year ;
- Complementary health insurance and evacuation for the employee and its right holders.

**Documents to be sent:** To apply, please send your CV and covering letter to [candidature@alima-ngo.org](mailto:candidature@alima-ngo.org) with the reference "Senegal- Communication Officer" in the subject line.