



## JOB DESCRIPTION

<b>JOB TITLE:</b>	COMMUNICATIONS OFFICER (WITH ENGLISH AND FRENCH)
<b>RESPONSIBLE TO:</b>	Communication Strategist
<b>JOB GRADE:</b>	D
<b>LOCATION:</b>	Home-based/Remote working (Ideally within Francophone African region)
<b>DURATION:</b>	Permanent Contract
<b>WORKING HOURS:</b>	Full-time (37.5 hours per week)
<b>TIME ZONE:</b>	Preferably (GMT to: GMT+4)

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### BACKGROUND

United Bible Societies (UBS) is a global fellowship of 155 Bible Societies working in over 240 countries and territories. Our mission is simple and compelling: to make the Bible accessible to everyone, in a language and format they can understand and afford.

Together, we are building an integrated global movement—rooted in local contexts but united by a shared vision—that spans Bible translation, production, distribution, and engagement.

To support this mission, the Global Mission Team (GMT) equips and strengthens our worldwide network of Bible Societies through strategic leadership and operational support. As we launch an ambitious five-year growth plan, we are expanding our communications capacity to amplify the UBS story globally and we are looking for passionate, creative individuals to join us on this journey.

### JOB SUMMARY

The Communications Officer (French-speaking) plays a key role in strengthening the visibility and engagement of the United Bible Societies (UBS) across French-speaking communities and stakeholders. You will be responsible for creating and delivering compelling, high-quality content that aligns with UBS's mission of making the Bible accessible to everyone. As part of a dynamic communications team, you will contribute to the development and execution of strategic communication initiatives, fostering meaningful connections and amplifying UBS's impact worldwide.

**APPOINTED BY:** Head of Communications

### ROLES AND RESPONSIBILITIES

#### 1. Content Creation & Management

- Develop, translate, and edit a range of communication materials, including reports, project stories, newsletters, press releases, and social media content in both English and French.
- Craft engaging, culturally sensitive narratives that effectively communicate UBS's mission and impact.
- Ensure consistency in messaging and tone across all communication channels.

## **2. Media & Public Relations**

- Build and maintain relationships with French-speaking media outlets and key stakeholders.
- Support the planning and execution of media campaigns that enhance UBS's visibility.

## **3. Strategic Communication Support**

- Provide guidance to internal teams and stakeholders on effective communication strategies tailored to different audiences.
- Collaborate with UBS teams to align messaging with organizational goals and priorities.

## **4. Digital Communication & Engagement**

- Manage and update UBS's digital communication platforms, ensuring engaging and accessible content for French-speaking audiences.
- Oversee online communities and digital asset management systems to enhance collaboration and resource-sharing.

## **5. Stakeholder Engagement**

- Work closely with French-speaking Bible Societies to understand their communication needs and develop targeted strategies.
- Facilitate knowledge-sharing and collaboration across UBS.

## **6. Event Coordination & Support**

- Assist in organizing global and regional communication events, including webinars, conferences, and training sessions.
- Support promotional efforts to maximize event participation and impact.

### **PERSONAL QUALITIES AND COMPETENCIES**

The successful candidate will have the following qualities and skills. In some cases, follow-up training will be offered by UBS, and the candidate is expected to be prepared to attend workshops or other learning events.

#### **Personal Qualities:**

- Comfortable working in a Christian organization, with an understanding of the diverse church traditions within UBS's support network.
- Self-motivated with a commitment to continuous learning and professional growth.
- Collaborative and open-minded, with strong listening and communication skills.
- Willingness to travel occasionally for national and international engagements.

This role is crucial in ensuring that UBS's mission and impact resonate effectively with French-speaking audiences and foster stronger connections within the global UBS community.

#### **Essential Experiences and Skills:**

- Fluency in both French and English (written and verbal), with strong writing and editing skills.

- Significant experience working in Francophone African nations, with the ideal candidate based in a French-speaking African country.
- Proven experience developing and delivering a range of communication materials for diverse audiences.
- Strong storytelling ability, with a focus on cultural sensitivity.
- Strategic thinking in communication planning and stakeholder engagement.
- Excellent relationship management skills, with the ability to collaborate across cultural and linguistic backgrounds.
- Proficiency in digital communication tools, including social media management, content management systems, and online collaboration platforms.
- Strong organizational skills, with the ability to manage multiple tasks and meet deadlines.
- Access to excellent internet connectivity and excellent digital skills and experience using the latest digital technologies and platforms.

**Desirable Experiences and Skills:**

- Experience working in international, multicultural, or multilingual communication settings.
- Strong verbal communication skills, particularly in French.
- A tertiary-level qualification in Communications, Public Relations, Journalism, or a related field.
- Experience working with virtual teams and remote collaboration.
- Understanding of design integration and visual aesthetics in communication materials.