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## The World Wide Fund for Nature (WWF) Cameroon is looking for a Communication Assistant

**Want to make a positive difference to the future of people and our one shared home, the Earth? Working with WWF could be the opportunity of a lifetime:**

All around the world, people are waking up to the deepening crisis of nature loss. A growing realization that nature is our life-support system. And that nobody will be spared from the impacts of its loss. Here at WWF, we are helping to tackle this enormous global challenge. Our people come from hugely diverse backgrounds and with a variety of expertise, ranging from HR and finance to advocacy and conservation science. We welcome applications from anyone who believes they can help us create a better future for people and nature.

### **What we do:**

We are an independent conservation organization, striving to sustain the natural world for the benefit of people and wildlife. From individuals and communities to business and government, we are part of a growing coalition calling on world leaders to set nature on the path to recovery by 2030. Together, we seek to protect and restore natural habitats, stop the mass extinction of wildlife, and make the way we produce and consume sustainable. WWF Network has moved to the development and the implementation of 9 Practices with Global Goals to be achieved.

For WWF Congo Basin, we are looking for a dynamic and committed **Communication Assistant**.

**Reports to:** Congo Basin Impact Monitoring Coordinator

**Location:** Yaounde

**Duration:** One year, renewable

### **The mission of the department**

The Congo Basin countries are actively contributing to the Outcomes of some Practices (Wildlife, Forests, Food, Climate & Energy, Freshwater and Governance) implemented in their respective programmes.

A strong and integrated monitoring programme has been designed and implemented to demonstrate conservation impacts and promote key conservation outputs. The regional lead of the programme is engaged with the whole network to develop decision-making tools such as interactive dashboards and online databases with a user-friendly interface. The hiring of a Communication Assistant in line with the current Terms of Reference will help to support such ongoing projects for the promotion of key activities and results.

### **Major Functions**

Under the supervision of the Congo Basin Impact Monitoring Coordinator and the technical supervision of the CCO Communication Manager, and in close collaboration with the regional coordination team members, and country field managers, the Communication Assistant will develop and implement a communication strategy for the regional monitoring programme with a special focus on the CIBEL project.

### **Major Duties and Responsibilities:**

- Produce a quarterly newsletter to promote programme activities and results, while supporting national programme newsletters.
- Support content creation on programme activities and results for the WWF social media channels.
- Help with reports and others communication materials layout and designing.
- Supports national communication managers to create and develop close and continuing relations with journalists, editor and other media producers to showcase the programme achievements.
- Develop a tool to assess the success of communication efforts.
- Provide support to any other activity of the programme.



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### Profile:

#### Required Qualifications:

- Minimum master's degree or equivalent in the field of Communications, Public Relations, Marketing, International Relations and Development.
- At least three years' experience working with marketing, journalist and media networks.
- Proven skills in infographic design.
- Demonstrated experience with organizations involved in conservation and/or local community issues will be a plus.

#### Required Skills and Competencies:

- Good skills both written and verbal (English and French).
- Good reporting skills and computer competencies (MS Office package, Designing software, Social Media monitoring, etc.).
- Capable of working with minimal supervision.
- Passionate about biodiversity conservation and protected area management.
- Able to demonstrate WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly, and innovate fearlessly.
- Able to work effectively in various cultural environments.

#### WWF's Values & Behaviors:

- Able to demonstrate WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.
- Aligns and identifies with the core values of the WWF organization: Courage, Integrity, Respect and Collaboration.

### Working Relationships:

#### • Internal

Works closely with, Country communication managers, country programme managers, national monitoring and evaluation managers, as well as national biomonitoring, as well as the regional team to collect the necessary data and results to promote. The position will be under the direct supervision of the Congo Basin Impact Monitoring Coordinator.

#### • External

Under the regional impact monitoring program, the position will require close collaboration with partner organizations such as WCS, ZSL, IUCN, COMIFAC/OFAC, AWF, etc. as well as national and international media.

*This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.*

### How to apply:

- 1) Follow the link: [https://cameroon.panda.org/apply\\_to\\_a\\_job/apply\\_for\\_a\\_job/](https://cameroon.panda.org/apply_to_a_job/apply_for_a_job/) (with a computer, please do not use a mobile phone).
- 2) Choose the job **J205 – Communication Assistant**
- 3) Answer to the questionnaire
- 4) After filling the questionnaire, send your CV and cover letter via the email address [recruit-cam@wwfcam.org](mailto:recruit-cam@wwfcam.org). Please mention your name and the job reference in the email subject line. Example: Nana – J205.

*We kindly invite applicants to ensure that their applications strictly follow this procedure through to completion, as only submissions that fully comply will be considered.*

**Deadline for applications: 28 January 2026.**

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Thank you in advance for your interest in this position. Please note that only shortlisted applications will be contacted for further consideration. If you have not been contacted, consider your application unsuccessful.

*WWF is an equal opportunity employer, committed to building a diverse and inclusive workforce. We encourage applications from all qualified individuals, regardless of gender, race, religion, experience, or background.*

*The publication of any job, consultancy or service provider opportunity and any subsequent communications, interviews or discussions does not constitute a binding commitment by WWF. No contractual or financial obligation shall arise on the part of WWF until a formal written contract has been duly signed by both Parties following completion of the selection process.*

*All stages of this process remain part of the negotiation phase and are subject to WWF's internal validation and administrative approvals. WWF reserves the right, where necessary, to modify, postpone or cancel the process at any stage prior to formal engagement, without incurring any liability toward applicants or third parties.*