

CALL FOR APPLICATIONS FOR THE POSITION OF *100%JEUNE* RADIO HOST

Background and rationale

In view of the implementation of phase 5 of its youths-targeted activities within the framework of the HIV-AIDS Prevention Project in Central Africa (PPSAC), the Cameroon Association for Social Marketing (ACMS) is seeking to recruit a 100%Jeune Radio Host (M/F).

The PPSAC project, in its 5th phase, has maintained the implementation of activities targeting young people, particularly through the 100%Jeune project. The 100%Jeune Live radio program, which is produced and broadcast by youths and in top-rated youth radio channels, is one of the pillars of this project.

Duty station: Yaounde

Type of contract: Fixed-term contract

Date of assumption of duty: February 2019

Position level: 7th category, level B of tertiary sector II of the National Collective Agreement on Trade.

Job Description

Under the Supervision of the *100%Jeune* Project Manager, the *100%Jeune* Radio Host/Animator will have the following main responsibilities:

1- Production and hosting of the 100%Jeune Live program

- Ensure politeness, smooth running and perfect hosting of radio programs;
- Ensure production and hosting of *100%Jeune* Live radio programs;
- Ensure production and hosting of Live webcasts;
- Define the program angles in accordance with the monthly themes of FREJES (the Regional Youth Forum for the Fight Against HIV-AIDS in the CEMAC Zone);
- Prepare and submit program line-ups and scripts for validation;
- Contact and confirm guests for the radio program (external to ACMS) at least seven days in advance;
- Produce reports, vox pop and interviews in schools and out-of-school at least one week in advance;
- Carry out digital audio editing of the various elements of the program (jingle, vox pop, reports, interview...);
- Carry out documentary research for program enrichment and better quality;
- Be on the lookout for new youth sounds to broadcast during radio programs;
- Contribute to promoting the radio program on social media;
- Organize weekly listening sessions;
- Contribute to promoting the radio program on social media;
- Ensure the production of off-studio radio programs when necessary.

Siège social
BP 14025 Yaoundé
Tél. : (237) 222 209 224
Tél. : (237) 222 219 419

Agence du Littoral
B.P. : 4989 Douala
Tél. : (237) 233 411 112

Agence du Nord-Ouest
B.P. : 863 Bamenda
Tél. : (237) 233 362 079

Agence du Nord
BP 858 GAROUA
Tél. : (237) 222 272 002

Sous-bureau de l'Adamaoua
Ngaoundéré
Tél. : (237) 242 007 7 94

Sous-bureau de
l'Extrême-Nord Maroua
Tél. : (237) 242 008 279

Sous-bureau de l'Ouest
Bafoussam
Tél. : (237) 222 209 224
Tél. : (237) 222 219 419

Email : cm_contact@acms-cm.org
www.acms-cm.org

2- Live webcast hosting

- Ensure production and hosting of the "Live webcast" every two months;
- Prepare and submit the live webcast line-up;
- Find a space for recording the Live Webcast;
- Contact guests (artists, experts, young people) of the live webcast;
- Plan the production of the Live Webcast with the Community Manager;
- Contribute to promoting the Live Webcast on social media.

3- Promotion of other pillars of the project and distribution of the magazine

- Participate in activities to promote other pillars of the project (promotion of the magazine, website, social media, the toll free line, and *club réglo* through radio programs);
- Seek for advertisers to encourage young people to participate in the radio programs;
- Participate in magazine sales activities during field trips.

4- Monitoring-Evaluation

- Produce listening reports and have them validated;
- Prepare all the documentation that will support payments to the radio stations broadcasting *100%Jeune* programs;
- Produce: monthly, quarterly and annual activities reports of *100%Jeune* radio programs.



5- Participation in other Project activities

- Contribute to the implementation of other project activities;
- Participate in marketing plan development workshops;
- Participate in the *100%Jeune* project pretest campaigns;
- Perform any other duties assigned by hierarchy.

Qualifications and professional experience required

- Be at least 21 years old and at most 30;
- Hold at least a BAC (GCE-AL) diploma;
- Have at least 12 months of proven and documented experience in the field of radio animation (internship included);
- A graduate diploma in communication or journalism would be an asset.

Additional skills required:

- Have a good command of computer tools and software (Word, PowerPoint, Excel);
 - Be able to use editing software (adobe audition, Sound forge, Audacity...);
 - Be very skillful in using Facebook;
 - Be fluent in spoken and written English and/or French; Bilingualism is an asset;
 - Have a good elocution;
 - Have good public relations skills;
 - Be honest and demonstrate commitment and ability to work in harmony with people of diverse backgrounds and cultures;
 - Have a structured mind and good aptitudes in oral and written expression;
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- Be willing to work under pressure and be self-questioning.

Application file:

- 1) A **motivation letter**;
- 2) A detailed **curriculum vitae (CV)** following the form available for this purpose on the website: **http: www.acms-cm.org**;
- 3) A photocopy of the **required diploma**;
- 4) A photocopy of a valid identification document;
- 5) Photocopies of **documents justifying the candidate's experience** (Attestations of internship and employment, work certificate and/or any other document relating thereto).

Submission of files

The complete files should be submitted in an anonymous envelop with the mention: **"Application for the position of 100%jeune Radio Host at ACMS"**.

1. At ACMS headquarters in Yaounde located at Dragages in the Mballa II neighborhood. Tel/Fax: 222 20 92 24
2. At the Regional Office in Garoua located in the Marouaré neighborhood, behind the great mosque of Poumpouré, Tel: 222 27 20 02
3. At the Maroua Liaison Office located in the Dougoï neighborhood, Tel: 655 82 84 84 / 656 20 03 12
4. At the Ngaoundere Liaison Office located in the Administrative neighborhood, Tel: 690 12 46 66 / 693 42 25 57
5. At the Regional Office in Douala located in the Ndogbati neighborhood (Carrefour Agip) next to Maison du cycle, Tel: 333 -41 -11 -12
6. At the Regional Office in Bamenda located at COW STREET-NKWEN Tel: 333 36 20 79 / 691 60 26 98

Note: Deadline for submission of files: Thursday, 31st january 2019

Female applications are strongly encouraged and only shortlisted candidates will be contacted.

ACMS reserves the right to recruit at a lower level or on the basis of a modified job profile.

Yaounde, 20th December 2018

The Executive Director


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