

JOB TITLE

Event and communication coordinator

WHO ARE WE?

The Chamber of Commerce and Industry France Ghana (CCIFG) is the biggest European bilateral Chamber with 150+ members plays the role of a business support system to its members, Corporate Ghana and the International Business Community by providing information through market studies, product-market testing, prospective missions and trade shows. The CCIFG also organises events ranging from information sessions such as seminars and business breakfasts to networking events.

Established in Accra in May 2014, the Chamber of Commerce and Industry France Ghana is a member of the CCI France International network of 123 Chambers of Commerce and Industry (CCIFI) in 92 countries.

WHO ARE WE LOOKING FOR?

Duration: permanent

Location: Airport Residential, Accra - Ghana

Starting date: 1er September 2019

ACTIVITIES
UNDER THE SUPERVISION OF MANAGING DIRECTOR, THE COORDINATOR WILL
COMMUNICATION
Editorial Aspects:

- Manage the publication of the newsletter every 2 months and gathers all the necessary information for it
- Prepare and send all messages to be sent to CCIFG members or to CCIFG mailing list

Management of website and social media:

- Proactively update and enhance CCIFG website
- Run social media according to the strategy defined with Executive director
- Share useful CCIFG information with partners

Design – communication tools:

- Build a network of partners (designer, printers...) and manage the relationship with them
- Create and edit artworks depending on CCIFG needs (invitations, posters, flyers....) and according to what other services need

Media relationship:

- Build a network of media partners and manage the relationship with the media
- Write press release and share with media partners

EVENT

- Be in charge of all the logistical aspects before, during and after CCIFG Events
- Build a network of partners for the organization of events

OTHERS

- Help managing director in establishing the communication strategy
- Help managing director in establishing the yearly budget

Willingly undertakes any other assignment or duties as may be assigned from time to time.

CCIFG - Chamber of Commerce and Industry France Ghana

Member of CCI FRANCE INTERNATIONAL

17 Alema Road, off Dr. Amilcar Cabral Road, Airport Residential Area - Accra, Ghana.

P.O.Box CT10085, Cantoments - Accra

Tel: 02 60 83 86 37 - Email: info@ccifranceghana.com

www.ccifrance-ghana.com

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REQUIRED QUALIFICATIONS / EXPERIENCE

- Ghanaian Nationals, or French/Francophone nationals with official residency in Ghana
- Fluent in French and English (written and spoken) compulsory
- University education in Business Administration and/or communication
- 2 years of work experience at least
- Experience in organizing events
- Computer Skills: Pack office, social media
- Graphic designing and website knowledge are strong assets
- Knowledge of international business environment is an asset
- Creative, Proactive, Autonomous, Attention to details, Able to respect deadline, Team spirit and Inter-personal skills

CONDITIONS

- Mondays – Fridays (8am – 5pm)
- Expected to work evenings when CCIFG is organizing events
- Salary: depending on the profile

Please send your CV and cover letter in French and English to info@ccifranceghana.com before August 15 2019.
Only short listed candidates will be contacted.

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