



Centre for the
Development of
Enterprise

Centre pour le
Developpement
de l'Entreprise

ACF (Afrique, Caraïbe, et Pacifique) et de l'Union Européenne, dans le cadre de l'Accord de Cotonou.

The Centre for the Development of Enterprise (CDE) presents its compliments to the Permanent Representations of the European Union member States and the ACP Diplomatic Missions accredited to the European Union and has the honour to annex to the present, the notification of a vacancy to be filled, the main duties, the requirements and the conditions of recruitment of an:

Expert, specialist in Communication and Information
Contract for a fixed period of time

This post is vacant within the framework of the organizational chart envisaged in the current budget of the Center and classified as a temporary post for a definite period of time. Consequently, the Executive Board agreed to open the post for recruitment according to the principles governing fixed-term contracts.

According to the current regulations, this recruitment procedure requires a public advertisement of the position, and a selection of the candidates.

All applications must be addressed to the Centre for the Development of Enterprise, Human Resources section, Administration Department, latest by 9 January 2009, by one of the means indicated in the attached document.

The Centre for the Development of Enterprise (CDE) avails itself of this opportunity to renew to the Permanent Representations of European Union member States and the ACP Diplomatic Missions accredited to the European Union the assurances of its highest consideration.



An institution of
the ACP Group of
States (Africa,
Caribbean and
Pacific) and the EU
(European Union),
in the framework
of the Cotonou
Agreement.

Une Institution du
Groupe des Etats

To: All Permanent Representations of
member States of the European



All Diplomatic Missions of ACP member
States accredited to the European Union



Centre for the Development of
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l'Entreprise

The Centre for the Development of Enterprise (CDE) announces the following vacancy at its Headquarter:

Expert, specialist in Communication and Information

Contract for a fixed period of time

The Centre for the Development of Enterprise (CDE) is joint Institution of the European Union (EU) and African, Caribbean and Pacific (ACP) established in the framework of the Cotonou Agreement. Its objective is to ensure the development of ACP enterprises operating in the private sector. The CDE also manages the ProInvest programme under the supervision by European Commission.

Since 2005, the CDE started a major structural reform whose first result enabled the Centre to significantly improve its productivity and thus become one of the very rare international Institutions certified by ISO.

Currently, the Center is working on the reinforcement of its operational capacities in the ACP countries.

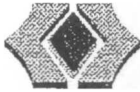
On the basis of result obtained, the CDE intends to make itself more visible in its actions in favor of ACP private sectors and to improve its image.

It is for this purpose that the Center wishes to utilize the services of a specialist in Communication and Information.

Under the direct supervision of the Director of the CDE, the person in charge of Communication and Information will assume the responsibilities of the services in order:

- to implement the Communication strategy adopted by the Management of the CDE;
- to develop a network of correspondents, in particular of journalists in Europe and in the ACP countries; to ensure information circulation on the Center; to identify the media likely to be the best press contacts; and to ensure the follow-up of the impact;
- to regularly organize meetings with the media in order to inform them of actions of the CDE;
- to ensure the press coverage of meetings organized by the CDE, in Europe and in the ACP countries;
- to produce and diffuse the appropriate communication material (booklets, Web site, newsletter, periodical, PowerPoint, etc);

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- to write down and ensure the implementation of the annual report;
- to coordinate the preparation and diffusion of the technical publications of the CDE;
- to ensure a good internal communication between the various CDE departments as well as between the Headquarter and its decentralized structures in the ACP countries;
- to take part in EU/ACP meetings as requested by the Director;
- to perform other duties related to Communication and Information as required;

The person in charge of Communication and Information, in addition to the administrative Assistant, will manage external teams in charge of drafting and producing communication and information reports.

The post of Communication and information will be appropriate for a specialist in the communication, media and public relations having a broad experience in terms of ACP/EU co-operation;

Journalist by training or holder of at least a Master in Communication or another University *level* Diploma, the candidate must have a working experience in the field of communication of at least 5 years.

The candidate must have excellent oral and written communication skills both in English and French with the ability to write communication and publications reports. The knowledge of other EU languages is an asset.

Experiences in terms of conferences and publications will be an important asset. Furthermore, the candidate will have a good command of the modern means of communication and knowledge/experience of the principal media, in particular those related to the Internet.

The knowledge of the international cooperation field, in particular of those of the ACP-EU, is an important asset.

Good knowledge of the various techniques of communication used in the advertising agencies, public relation and/or graphics is essential.

The CDE being a multicultural Institution and evolving in the 79 ACP and the 25 of the EU countries, the candidate will establish with ease contacts in an extremely diversified environment.

By

Christian CLAUDON



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de "Entreprise

In addition, there are other advantages, such as: the Centre's contribution to a provident fund, the health insurance coverage, the flat-rate school allowances for dependent children, etc.

The post is for a fixed period of time (5 years) with a 2-year initial contract which includes a 6-month probationary period.

In the framework of their functions, staff members are governed by the Staff Regulations of the Centre, internal regulations as well as any other decision that may be adopted by the competent CDE authorities.

The CDE guarantees strict confidentiality in the treatment of all the candidatures.

Closure date

Applications for this post must reach the Administration Department of the CDE, Human Resources Service, nor later than **9 January 2009** and must be accompanied by a complete curriculum vitae, letter of motivation, certified copies of diplomas, certificates and any other document testifying to the competence and professional experience of the candidates,

Candidates must be nationals of one of the States signatory to the Cotonou Agreement.

All applications must be addressed to the Centre for the Development of Enterprise! Human Resources section! Administration Department! by one of the following means:

I. by post: to 52, Avenue. Herrmann Debroux In 1160 Brussels