



## RADIO-TÉLÉVISION DU BASSIN DU CONGO

### CALL FOR CANDIDATES FOR THE POSITION OF ADMINISTRATIVE, FINANCIAL AND COMMERCIAL MANAGER

- **Reference:** AC-RTBC/2526/DAFC01
- **Unit:** Administrative and financial management
- **Location:** Brazzaville, Republic of the Congo
- **Contract duration:** 12 months renewable after evaluation
- **Area of activity:** Media and development
- **Job type:** Full-time

### ABOUT RADIO TÉLÉVISION DU BASSIN DU CONGO

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**Radio-Télévision du Bassin du Congo (RTBC)** is a communication tool of the Congo Basin Climate Commission (**CBCC**) created to support the efforts of the Commission's member countries, in particular to improve the supply of environmental information in the Central African sub-region and beyond. RTBC aims, among other things, to address numerous challenges, including informing, educating, communicating with, and raising awareness among populations about environmental issues, starting at the local level and extending to the international level, including the national and sub-regional levels.

Furthermore, RTBC's mandate is to build and convey an innovative narrative on the natural resources of the Congo Basin, presenting them in a new light that contrasts sharply with the old perception, which tends to focus solely on the conflict surrounding these resources, around which various battles have often been fought. The aim is to build a promising marketing strategy around these riches, which offer infinite assets and provide invaluable services to humanity, playing a vital role, particularly in regulating the global climate. It should not be forgotten that the forests of the Congo Basin are a source of food and medicine for millions of people whose livelihoods depend on them.

Without being exhaustive, it should be stressed that the forests of the Congo Basin represent a great cultural asset for many communities and are home to abundant biodiversity with iconic and rare species.

Beyond promoting environmental education and engaging communities on this issue, RTBC is both a diplomatic and advocacy tool. As such, it is committed to defending the interests of the Congo Basin on the international stage, particularly with regard to



climate justice and compensation for conservation efforts in this tropical forest, which has become the largest in the world in terms of its carbon sequestration capacity and ability to reduce global warming.

To play its role fully and effectively, RTBC intends to produce relevant content aligned with the challenges it has set itself. With the aim of establishing good management practices, RTBC is seeking an Administrative, Financial, and Commercial Manager.

## Job description

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Reporting directly to the General Manager, the Administrative, Financial and Commercial Manager's main responsibilities will be to ensure the proper management of RTBC's financial and human resources. In this capacity, they will be responsible for:

- Developing RTBC's sales and marketing strategy;
- Drawing up and proposing budgets;
- Ensuring the financial management of RTBC;
- Managing human resources;
- Overseeing RTBC's assets (vehicles, buildings, furniture, and all equipment);
- Overseeing contract performance;
- Monitoring insurance contracts and all other RTBC commitments;
- Tracking employee benefits and all career-related actions;
- Developing RTBC's procedures manual;
- Proposing, in consultation with line management, the disciplinary framework of the RTBC;
- Conducting any other tasks requested by line management.

## Qualifications and skills required

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- Holding a bachelor's degree in Administrative Management or in Accounting and Management;
  - At least 10 years' experience, including at least 5 years in a similar position;
  - Human resources management skills;
  - Mastering contract drafting;
  - Mastering insurance procedures;
  - Mastering audiovisual equipment acquisition circuits and purchasing procedures;
  - Good fundraising skills in the media field;
  - Proven ability to develop marketing and sales strategies;
  - Mastering media economics;

- Extensive knowledge of the advertising landscape;
- Strong knowledge of project writing and fundraising;
- Proficiency in Pack Office;
- Good command of the French language. Fluency in English would be an asset.

## Required qualities

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- Negotiation skills;
- Curiosity and creativity;
- Ability to multi-task and achieve results;
- Ability to prioritize;
- High sense of organization, rigor, and originality in work;
- Good team spirit
- Excellent interpersonal skills;
- Ability to work in a complex international environment; ▪ Ability to work independently.

## Job constraints

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- Working under pressure;
- Possibility of working outside regular hours and days.

## Documents to be provided

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- Cover letter;
- CV (two pages maximum);
- References (three people who can provide details about your background) with their contact details (email and phone numbers);
- Copy of identity document (Passport/National ID card).

## How to apply

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Interested parties are requested to submit all of the above-mentioned documents to the following email address: **recrutement@rtbc.africa**

**Note:** All applications must have the following subject line: Application, followed by the job title, a hyphen (-), and the applicant's full name.



Example: ***Application Administrative, Financial and Commercial Manager - Jean Christophe***

**Application deadline: February 18, 2026, at 3:00 p.m. Any application**

**received after the deadline will not be considered.**