



RADIO-TÉLÉVISION DU BASSIN DU CONGO

CALL FOR APPLICATIONS FOR THE RECRUITMENT OF AN ADMINISTRATIVE ASSISTANT (F)

- **Reference:** AC-RTBC/2526/ASS01
- **Unit:** General 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

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 ensure the efficient operation of its services, RTBC is looking for an Administrative Assistant.

Job description

Reporting to the General Manager (GM), the Administrative Assistant will be responsible for the GM's secretarial duties and for taking all the necessary steps to ensure the smooth running of the department. In this capacity, she will be responsible for:

- Providing administrative support to the Managing Director;
- Initiating administrative correspondence and submitting it for approval;
- Managing incoming and outgoing mail;
- Following up on all files and ensuring that they are processed on time;
- Creating the GM's agenda and managing his appointments; ▪
Conducting any other tasks requested by line management.
- Creating the GM's agenda and managing his appointments;
- Receiving the GM's guests;
- Preparing meetings and following up on recommendations and resolutions; ▪
Conducting any other tasks assigned by line management.

Qualifications and skills required

- Holding an Associate Degree in Office Management;
- At least 2 years' proven experience in a similar position;
- Knowing how to write activity reports;
- Full command of secretarial software (Word, PPT, Excel, etc.);
- Mastering administrative writing;
- Good command of mail management;
- Good public relations management skills;
- Perfect command of the French language. Fluency in English would be an asset.

Required qualities

- 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

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

Documents to be provided

- 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

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 Assistant - Jane Christophe***

Application deadline: February 08, 2026, at 3:00 p.m. Any application received after the deadline will not be considered.