# Local Studio & Content Operations Officer

| | | | |
|---|---|---|---|
| **Reports to** | Executive Secretary | **Directorate/Department** | Social Development, Culture and Sports, HHS |
| **Number of Direct Reports** | 0 | **Division** | ACALAN |
| **Duration** | Consultancy (6 months eventually renewable) | **Job Family** | Media and Communication |
| | | **Level** | 1 |
| **Job Grade** | Local GSB8 – Step 5 | **Location** | Bamako, Mali |
| **Number of Positions** | 1 | | |
| **AU Values** | • Commitment to Pan-Africanism;<br>• Respect for diversity and team work;<br>• Think Africa above all;<br>• Transparency and accountability; | | • Integrity and impartiality;<br>• Efficiency and professionalism;<br>• Information and knowledge sharing and commitment to the empowerment of African languages and culture. |

**Job Purpose**

The African Academy of Languages (ACALAN) is the specialized institution of the African Union, whose mission is to develop African languages and promote their use as a means of fostering the integration and socio-economic development of continent.

ACALAN is seeking an Expert to support the media and communication efforts of the office. This position will be under the overall authority of the Executive Secretary of ACALAN, based at the ACALAN Headquarters in Bamako, Mali, and will report directly to the Finance and Administration Officer of ACALAN. The **Local Studio & Content Operations Officer** will manage and operate the ACALAN production studio in Bamako, Mali, oversee local content production teams, and serve as the direct operational bridge between the Mali headquarters and the Ghana office. The role ensures smooth studio workflows, high-quality audio-visual output, and seamless cross-border media alignment to enhance the academy's visibility across the continent.

## Main Functions

# 1. Studio Management & Operations (Mali Office)

1. **Studio Maintenance:** Oversee the day-to-day management, setup, and maintenance of the ACALAN Studio in Bamako, including audio/video recording equipment, lighting, and editing suites.
2. **Technical Supervision:** Serve as the lead technical hands-on operator during audio/video recording sessions, podcasts, interviews, and live broadcasts.
3. **Inventory Control:** Track and maintain all studio technical gear, ensuring continuous functionality and recommending necessary software or hardware upgrades.

# 2. Local Team Coordination & Content Production

1. **Production Leadership:** Coordinate local videographers, sound technicians, editors, voice-over artists, and presenters during pre-production, filming, and post-production.
2. **Content Scheduling:** Manage production timetables, studio booking schedules, and deliverable deadlines for local media projects.
3. **Quality Assurance:** Ensure all locally produced audio and video assets meet technical broadcast standards, branding guidelines, and ACALAN quality benchmarks.

# 3. Direct Collaboration with the Ghana Office

1. **Cross-Office Coordination:** Work hand in hand daily with the Ghana office/production hub to align production calendars, share raw/edited media assets, and execute unified campaigns.
2. **Joint Content Execution:** Co-produce multilingual campaigns, ensuring seamless adaptation and localization of assets between French, English, and regional African languages.
3. **Pipeline Management:** Maintain structured cloud asset transfers and regular sync meetings with the Ghana team to ensure consistent messaging across all regional outputs.

# 4. Digital Distribution & Support

1. Assist in formatting and optimizing media content for ACALAN's digital platforms, including the website and social media channels (YouTube, Facebook, X, Instagram, LinkedIn, TikTok).

## Languages

Excellent knowledge (written and spoken) in one of the official AU languages: English, French, Arabic, Portuguese, Spanish and Kiswahili. Proficiency in more languages will be an added value.

## Education

Bachelor's degree in Mass Communication, Media Production, Journalism, Digital Media, or a related field. A technical certification in Video/Audio Engineering is an added advantage.

## Required Skills

Technical Skills and Competencies

- Strong interpersonal skills with demonstrated ability to work and maintain effective working relationships within a multicultural environment.
- Excellent project management skills and ability to manage competing priorities.
- Excellent writing and editorial skills.
- Proficiency with video and photo editing tools.
- Demonstrated ability to keep abreast of social media trends.
- Advanced knowledge of internet, social media, SEO and web analytics technologies.

- Excellent organizational and communication skills.
- Problem-solving skills.
- Demonstrated creativity.

**Work Experience**

A minimum of 4 **years** of practical experience managing a media studio, supervising video/audio production teams, and coordinating media workflows.

**Competencies (Core/Managerial)**

Professionalism; teamwork; result focused; accountability; Communication; innovation; knowledge sharing; planning and organizing; strong attention to detail, and the ability to work well in a fast-paced environment.

**Note**

The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. It may be changed by the role manager during employment on an as-needed basis.

The conditions of service are based on the African Union Rules and Regulations governing the conditions of local staff. The evaluation of candidates is based on the criteria in the vacancy notice and may include tests and/or assessments, as well as a competency-based interview, through communication technologies such as video or teleconference, e-mail correspondence, etc.

Cover letter, CV (in AU format) and copies of certificates, must be submitted no later than 5pm (GMT) on 30th October 2026 to the following emails: "Modibo Diallo" Modibod@africanunion.org cc."Odile Nzirabatinya" NzirabatinyaO@africanunion.org and "Prof. Dr. Vicensia Shule" ShuleV@africanunion.org