



Transforming African Agriculture

INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)

INTERNAL & EXTERNAL

ADVERTISEMENT

Ref:IITA-HR-NRS2017-0026	Positions: Communication and Media Assistant
Locations: Ibadan	Recruitment Type: National (3 year renewable contract)
Date Posted: 2 nd June 2017	Closing Date: 16 th June 2017

The International Institute of Tropical Agriculture seeks suitable Nigerian for the positions below at the Institute’s headquarters in Ibadan:

Positions	Responsibilities	Qualification
<p>Communication and Media Assistant</p> <p>IITA-HR-NRS2017-0026D</p>	<p>Successful candidate will among other things perform the following duties:</p> <ul style="list-style-type: none"> • Regularly produce communication materials, such as the weekly newsletter with CO team of writers, editors, and designers in a timely manner • Write online content, updates, features, and articles for IITA communication outlets, including the weekly newsletter (IITA News), monthly staff newsletter (Talking Drums), IITA social media outlets, IITA website, other IITA online sites, and other communication channels • Prepare copy for other communication materials, calendars, posters, flyers, slide presentations, other communication products: as needed • Conduct interviews with scientists, staff, and visitors for institutional events, official functions, human interest and science stories: 	<p>HND/BSc. in Bachelor’s degree in communication, journalism, or related field with minimum of three (3) years’ experience performing same role.</p> <p>Competencies</p> <p>The ideal candidate must:</p> <ul style="list-style-type: none"> • Be experience in science writing and in writing copy/stories and posts for various media: newspapers, blogs, flyers, briefing materials, social media platforms, etc. • Have excellent writing and verbal

	<p>at least four interviews per month</p> <ul style="list-style-type: none"> • Document institutional events, meetings, workshops, conferences, and training through stories and photos: as needed • Organize media briefings and events for IITA: as needed • Provide communication backstopping for other programs/projects and other communication focal points on institutional and project events and other related initiatives: as needed • Assist in undertaking communication research and M&E activities: research on newsletter readership and assessment of other publications • Perform all other related duties that may be assigned from time to time by the supervisor. 	<p>communication skills</p> <ul style="list-style-type: none"> • Have ability to simplify and translate technical concepts into clear, understandable language • Proficiency in use of social media and Web tools, including mobile applications • Have good photographic skills • Have knowledge of editing. • Have working knowledge of layout and graphic software such as InDesign is desirable.
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REMUNERATION:

We offer highly competitive salary with equally attractive benefits and excellent working conditions in a pleasant campus environment.

METHOD OF APPLICATION:

Interested applicants should complete the online application at IITA website: <http://www.iita.org/careers> attaching their cover letter with detailed curriculum vitae saved in a single file in Microsoft Word format no later than two weeks from the date of this publication. The application must include the names and e-mail addresses of three professional referees which must include the applicant’s current or previous direct Supervisor, professional colleague and evidence of current remuneration package.

IITA is an equal opportunity employer and particularly welcomes applications from female candidates.