



JOB OPENING ANNOUNCEMENT

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| Ref:IITA-HR-NRS2017-0040 | Positions: Advocacy and Events Assistant |
| Location: Ibadan | Recruitment Type: National (1-year renewable contract) |
| Date Posted: 19 th December 2017 | Closing Date: 3rd January 2018 |

HarvestPlus on behalf of the International Institute of Tropical Agriculture seeks suitable Nigerian for the positions below at its country office in Ibadan.

Position: Advocacy and Events Assistant

Contract: 1-year renewable contract

Location: Ibadan

DUTIES

Successful candidate will among other things perform the following duties:

Advocacy Strategy Development and Implementation

- Plan, develop and monitor implementation of advocacy strategy and plans in line with HarvestPlus vision, mission, core values and objectives
- Develop and deliver policy products - talking points, policy papers, briefings, letters etc, and ensure that policy messages are in line with HarvestPlus global positions and strategic priorities and grounded in programme realities
- Support the establishment of research and/or data collection for evidence based advocacy
- Advise and brief colleagues ahead of external meetings or in decision-making fora
- Define key advocacy messages to be shared on behalf of HarvestPlus with key decision makers in Nigeria;
- Identify and lead research into relevant development and government policy, write policy reports and briefings as strategic direction

Partnerships, Alliance and Communication

- Participate in developing a strong network of trusted relationships among federal and state authorities and institutions in the nutritious food sector
- Cultivate and maintain relationships with potential partners and stakeholders by establishing strategic contacts from external events and professional networks
- Work closely with the communications specialist to support policy analysis and information into media and social media products
- Advocate, integrate, improve communication experience exchange and partnership with public and private sector organisations at national and state levels, development networks, key decision and policy makers, and media
- Identify, engage and strengthen relationships with advocates across all sectors
- Secure participation in relevant technical working groups at national and state levels
- Secure the inclusion of biofortification in relevant national policy documents, budgets of federal and state governments, mainstreaming into livelihood programs of development organisations

- Represent HarvestPlus at meetings, conferences, workshops, briefings, coalitions and other platforms and build relationships with key contacts in the development sub-sector and government bodies
- Engage with programme staff to identify high priority needs requiring advocacy focus and intervention
- Regularly visit partner organisations to ensure a direct link between programme and advocacy works, identify and generate high quality advocacy pieces
- Provide hands-on technical assistance to partners to support them in refining their advocacy strategies in response to political developments, that directly affect their advocacy campaigns

Event organisation and management

- Participate in the planning and execution of all programme and advocacy events ensuring adherence to standards and event objectives
- Assist with post event evaluation analysis against targets and objectives.
- Innovate means of improving on successful execution of events
- Provide support to partners in planning, execution of advocacy or programme events in their various locations
- Perform other duties as assigned by supervisor

QUALIFICATION:

OND in Mass Communications, Public Relations, Marketing, or related discipline with minimum of four years relevant experience performing similar role.

COMPETENCIES:

The ideal candidate must have:

- Solid experience in running advocacy campaigns, strategic and advocacy planning, advocacy message development, civil society/coalition organisation and management
- Strong leadership skills and ability to achieve results through influencing others
- Interpersonal skills and cultural sensitivity to effectively interact with all levels of staff, policy makers, local and international partners including donor organisations
- Proven stakeholder and partnership engagement track record - ability to establish and maintain good relationships both internally and externally.
- Experience of successfully planning and delivering corporate events.
- Proficiency in the use of Microsoft Word, PowerPoint, Outlook applications.
- High degree of motivation, initiative, independence, reliability, adaptability, and professional maturity.
- Excellent oral and written communication, interpersonal, presentation, social skills.

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 attaching detailed cover letter and curriculum vitae saved with their names in Microsoft word format to IITA website: <http://www.iita.org/about/jobs/> 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.