



## **JOB OPENING ANNOUNCEMENT**

Ref:IITA-HR-NRS2017-0040	<b>Positions:</b> <ul style="list-style-type: none"><li>• <b>Advocacy and Events Assistant</b></li></ul>
Location: <b>Ibadan</b>	Recruitment Type: National (1-year renewable contract)
Date Posted: 20 <sup>th</sup> March 2018	Closing Date: 3 <sup>rd</sup> April 2018

HarvestPlus on behalf of the International Institute of Tropical Agriculture seeks suitable Nigerian for the position 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:

- Assist in Planning and monitoring advocacy strategy and plans in line with HarvestPlus vision, mission, core values and objectives
- Assist in developing 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
- 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
- Assist in Identify, engage and strengthen relationships with advocates across all sectors
- Secure participation in relevant technical working groups at national and state levels
- Engage with programme staff to identify high priority needs requiring advocacy focus and intervention
- Participate in the planning and execution of all programme and advocacy events ensuring adherence to standards and event objectives
- Assist with event management and post event evaluation analysis against targets objectives.
- Assist in providing 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:

- Experience in running advocacy campaigns, strategic and advocacy planning, advocacy message development, civil society/coalition organisation and management
- Interpersonal skills and cultural sensitivity to effectively interact with all levels of staff, policy makers, local and international partners including donor organisations
- 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.***