



## **Communications Officer (Ref No: DDG-R4D/CO/05/22)**

**Background:** The International Institute of Tropical Agriculture (IITA) invites applications for the internationally recruited position of **Communications Officer**.

The International Institute of Tropical Agriculture (IITA) is a not-for-profit institution that generates agricultural innovations to meet Africa's most pressing challenges of hunger, malnutrition, poverty, and natural resource degradation. Working with various partners across sub-Saharan Africa, we improve livelihoods, enhance food and nutrition security, increase employment, and preserve natural resource integrity. IITA is a member of CGIAR, a global agriculture research partnership for a food secure future. Please visit <http://www.iita.org/> for more information on IITA.

IITA is looking for a talented, creative, and dynamic Communications Officer who will play a crucial role in disseminating knowledge products to key audiences and crafting stories and content that informs and influences stakeholders.

### **Position Responsibilities**

The Communications Officer will perform the following duties, among others:

#### **Establishing Communications Function**

- Developing the Communications Function for the program inclusive of Communication Strategy, Communications Team, and a panel of service providers.
- Ensure coordination and alignment with One CGIAR communications strategy.

#### **Support for fundraising, resource mobilization, and proposal development**

- Develop funding proposals that include communication activities as part of the primary objectives of the initiative and knowledge development.
- Develop materials that support fundraising activities of the region.
- Ensure that proposals are aligned with the global brand and look professional.

#### **Communication advice and support**

- Give solicited and unsolicited advice to initiative staff on how to generate awareness and publicity for their Programmes.
- Support initiative staff in developing communication materials.
- Actively involved in planning, monitoring, and executing communication activities as part of the initiative.
- Maintain a network of trusted external suppliers for more elaborate or specific communication tasks.

#### **Website and social media**

- Websites related to the program under your management are kept current, relevant, and up to date and in consultation with One CGIAR guidelines. (Please note: for websites with news items, this means a minimum of one news item per month).
- Regular (minimum of four per year) and timely contribution of news items from the initiative.
- Any social media channels under your management (e.g., LinkedIn, Facebook, Twitter) are kept current, relevant, and up to date.

- Initiative videos should be shared with proper tagging and descriptions for inclusion in the One CGIAR YouTube channels.

### **Public relations and free publicity**

- Monitor Global and Regional media in program operating areas and actively reach out to appropriate media to profile the same.
- Develop press releases and media events for key initiative milestones.

### **Branding**

- Ensure the program is fully compliant with One CGIAR branding guidelines.
- Protect and promote the correct use of the program brand in all internal and external communication.
- Educate Use Case teams on the proper use of the program branding guidelines.
- Ensure that staff is aware of the communication and branding toolbox/page on the intranet.

### **Internal communication**

- Promote the use of Google photos internally and maintain the initiative selection of high-quality photos.
- Promote the use of SharePoint or Google Drive for sharing and knowledge management purposes.
- Actively participate and engage in the global One CGIAR communications team.
- Perform any other job-related duties as may be assigned by the Supervisor.

### **Educational Qualifications**

The candidate should have a master's degree in International Communications, Journalism, or a relevant/related field with five years of work experience in Communications and/or Marketing, in a complex and international setting.

### **Core Competencies**

- Excellent writing skills and ability to convey complex data ideas and messages in a clear and easy-to-understand manner.
- Critical thinker able to analyze complex information and propose solutions.
- Exceptional attention to detail and organizational skills.
- Ability to work both independently and in a team-oriented, collaborative, and decentralized environment. Self-motivated and eager to learn.
- Solid knowledge of Microsoft Office with advanced PowerPoint and presentation skills.
- Excellent oral communication skills in English.
- Strong interest in science and agricultural development issues with the ability to grasp new material quickly.
- Ability to work well under pressure and with short deadlines.
- Commitment to IITA's mission and core values.

**Duty Station:** Nairobi, Kenya.

**General information:** The contract will be for an initial period of two years. IITA offers an internationally competitive remuneration package paid in US Dollars.

**Applications:** Applications must include a cover letter, which should address how the candidate's background/experience relates to the specific duties of the position applied for, curriculum vitae, a communications portfolio indicating some of your work (campaigns, materials), names and addresses of three professional referees (which **must** include either the Head of the applicant's current or previous organization or applicant's direct Supervisor/Superior at his/her present or former place of work). The application should be

addressed to the Head of Human Resources. Please complete our online application form using this link: <http://www.iita.org/careers>.

**Closing Date:** 21<sup>st</sup> August 2022

**IITA is an equal opportunity employer and is committed to building a diverse workforce, particularly welcoming applications from women.**

*While all applications will be acknowledged, please note that only shortlisted candidates will be contacted.*