

Join CIFOR-ICRAF and make a difference!



Asia Communication Coordinator (Ref. No.2352) Communications, Outreach and Engagement (COE)

The Center for International Forestry Research (CIFOR) and World Agroforestry (ICRAF) envision a more equitable world where trees in all landscapes, from drylands to the humid tropics, enhance the environment and well-being for all. CIFOR and ICRAF are non-profit science institutions that build and apply evidence to today's most pressing challenges, including energy insecurity and the climate and biodiversity crises. Over a combined total of 65 years, we have built vast knowledge on forests and trees outside of forests in agricultural landscapes (agroforestry). Using a multidisciplinary approach, we seek to improve lives and to protect and restore ecosystems. Our work focuses on innovative research, partnering for impact, and engaging with stakeholders on policies and practices to benefit people and the planet. Founded in 1993 and 1978, CIFOR and ICRAF are members of CGIAR, a global research partnership for a food secure future dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources.

CIFOR-ICRAF is looking for a:
Asia Communication Coordinator

Overview

The Asia Communications Coordinator is responsible for planning, implementing, and reporting on regional, country and project-related communications activities. The position is also in charge of Nairobi office communications.

Summary of responsibilities

- Be responsible management of Bogor Office and all Asia geographic communications.
- Manage communications staff and consultants in the region with dual reporting lines to their head of Duty Station
- Manage regional communication channels including the website (regional, national and projects), social media and language blogs, news.
- Develop and manage a roster of communications consultants in the region.
- Develop and implement communication strategies and tactical plans including messaging, budgets, action plans and performance metrics for country offices, projects and programs.
- Plan and produce content such as publications, articles, web content, social media content, media releases, infographics, videos, photography, newsletters, presentations and event related content.
- Manage events including planning, marketing, implementation, and reporting on results. Including regional participation in global events.
- Coordinate media interactions in the region.
- All production be undertaken in coordination with and using the resources of the COE communications team and consultants.
- Produce analytical reports on the performance of all communications activities.
- Undertake other communication activities as agreed upon. All activities are undertaken in coordination with and using the resources of the COE team and consultants.

Other Responsibilities

- Identify and mitigate potential risks within your work area
- Take reasonable care of own occupational health and safety and that of others as obliged by CIFOR-ICRAF's Occupational Health and Safety Policy and cooperate with CIFOR-ICRAF in complying with requirements under any statutory health and safety provisions of relevant Country laws.
- Participate in (insert team as appropriate) projects as may be required.

Requirements

Education, knowledge and experience:

- Master's degree in communications, journalism or a related field, or equivalent working Master's degree in communications, journalism or a related field, or equivalent working experience.
- A minimum of 6 years of progressive experience in strategic communications planning, messaging, and monitoring.
- 4 years of full-time experience journalism, writing, editing, digital and print media, video production or broadcasting.
- Excellent understanding of different communication formats and channels and strong knowledge and understanding of current trends in digital media/social media.
- Background and understanding of environment, climate, forestry or related subject areas and science communications.
- Excellent English and French language skills (both verbal and written).
- Proficient in Portuguese and Spanish an advantage.

Personal attributes and competencies:

- Proven ability to coordinate content contributions within a team and/or across teams; ability to build strong working relations with counterparts worldwide
- Proven ability to manage communication activities.
- Must be able to multitask and work well under pressure.

Terms and conditions

- This is a local position. CIFOR-ICRAF offers competitive remuneration in local currency commensurate with skills and experience.
- The initial appointment will be for 1 (one) year, inclusive of a three-month probationary period, with the possibility of extension contingent upon performance, continued relevance of the position and available resources.
- The duty station will be in Bogor, Indonesia.

Application process

- The application deadline is **25 August 2023**.
- We will acknowledge all applications but will only contact short-listed candidates.

To apply, please visit our career site at:

<https://www.cifor.org/careers> and <https://www.worldagroforestry.org/working-for-icraf>

To learn more about CIFOR-ICRAF, please visit our websites at:

<https://www.cifor-icraf.org/>

CIFOR-ICRAF promotes Gender Diversity – Applications from women professionals are encouraged.

CIFOR-ICRAF is an equal opportunity employer. It fosters a multicultural work environment that values gender equality, teamwork, and respect for diversity.