Join CIMMYT and make a difference!  
Communications Specialist PHI (Ref. No.202367)

About our organization:  
The International Maize and Wheat Improvement Center (CIMMYT) is a cutting edge, non-profit, international organization dedicated to solving tomorrow’s problems today. It is entrusted with fostering improved quantity, quality, and dependability of production systems and basic cereals such as maize, wheat, triticale, sorghum, millets, and associated crops through applied agricultural science, particularly in the Global South, through building strong partnerships. This combination enhances the livelihood trajectories and resilience of millions of resource-poor farmers, while working towards a more productive, inclusive, and resilient agrifood system within planetary boundaries.

CIMMYT is a core CGIAR Research Center, a global research partnership for a food-secure future, dedicated to reducing poverty, enhancing food and nutrition security and improving natural resources. The CIMMYT Regional office for Africa is located at the World Agroforestry Centre (ICRAF) at Gigiri, Nairobi, with country offices in Ethiopia, Senegal, and Zimbabwe.

CIMMYT is hosted by World Agroforestry (ICRAF), a member of the CGIAR that is headquartered on United Nations Avenue, Nairobi, Kenya.

We invite you to learn more about CIMMYT and World Agroforestry by accessing our web sites: www.cimmyt.org and www.worldagroforestry.org

CIMMYT is looking for a:  
Communications Specialist PHI

The Communications Specialist will actively communicate about key CIMMYT projects in Africa on a regular basis.

Summary of responsibilities

1. Develop and execute the communications strategy for CGIAR Plant Health Initiative under the including identifying audiences and opportunities for engagement, in partnership with Initiative leadership.
2. Ensure coordination and alignment with CGIAR’s broader communications strategy around the Portfolio of Initiatives.
3. Work with other Initiative-level communicators, Communications & Outreach (C&O) Initiative working group lead, Center Communications Leads to ensure flow of information between Initiatives, as well as with the C&O Global Group.
4. Engage with C&O working groups as appropriate to ensure coordinated engagement (e.g., knowledge management, event participation, stakeholder engagement).

5. Work with Initiative team to develop clear messages and means of communicating research, particularly to non-research audiences.

6. Advise Initiative team on how to generate awareness and publicity for the work.

7. Actively engage in planning, monitoring, and executing communication activities as part of the Initiative.

8. Develop or oversee the development of strategic communications content, including blogs, interactives, infographics, videos, social media.

9. Monitor global and regional media for Initiative-related opportunities and actively engage with relevant reporters on Initiative work via press releases, relationship building, etc., as appropriate.

10. Organize internal or external support for more elaborate or specialized communication tasks, events, publications, or other outputs (e.g., event planning and logistical support, editing, graphic design, media engagement).

11. Support development of Initiative microsite on cgiar.org

12. Keep websites related to the Initiative current, relevant, and up to date and in consultation with CGIAR guidelines.

13. Maintain Initiative social media presence (e.g., LinkedIn, Facebook, Twitter) and ensure Initiative videos are properly tagged, described, and posted to CGIAR YouTube channels.

14. Ensure the Initiative is fully compliant with CGIAR Initiative branding and funder acknowledgement guidelines.

15. Protect and promote the correct use of the Initiative brand in all internal and external communication.

16. Ensure Initiative staff is aware of the communication and branding/funder acknowledgement guidelines and has appropriate resources to comply.

17. Manage Initiative-level knowledge management needs, including photo databases and curation of papers and publications to CGIAR databases and repositories.

18. Actively participate and engage in the global CGIAR C&O team.

19. Other duties as assigned.

Requirements

- Master’s degree in Communications, Journalism, or other relevant field and/or a minimum five years’ experience in communications
- Excellent writing and critical thinking skills and ability to convey complex data ideas and messages in a clear and easy-to-understand manner.
- Exceptional attention to detail and organizational skills.

Personal attributes and competencies

- Ability to work both independently and in a team-oriented, collaborative, and decentralized environment, including across teams at several levels.
- Solid knowledge of Microsoft Office with advanced PowerPoint and presentation skills.
- Excellent oral communication skills in English.
- Ability to grasp new knowledge quickly.
- Ability to work well under pressure and with short deadlines.
Terms and conditions

- This is a Locally Recruited Staff (LRS) position and on competitive remuneration in local currency, commensurate with skills and experience.
- The appointment will be for a period of two (2) years, inclusive of a six-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 Nairobi, Kenya.

Application process

Go to [http://worldagroforestry.org/working-for-icraf/vacancies](http://worldagroforestry.org/working-for-icraf/vacancies)

- The application deadline is **13 November 2023**.
- CV and Cover Letter should be in PDF and labelled with the applicants First and Second Names.
- We will acknowledge all applications but will only contact short-listed candidates.

CIFOR-ICRAF is an equal opportunity employer. Staff diversity contributes to excellence.