Join CIMMYT and make a difference!

PHI Coordination Assistant – Kenya (Ref. No.202340)

About our organization:

The CGIAR Initiative on Plant Health aims to protect key crops from pest incursions and disease outbreaks, reducing crop losses from pests and diseases using eco-friendly approaches, helping target countries realize their potential in the agricultural sector, and boosting food, feed, nutritional security and livelihoods of millions of smallholder farmers and consumers. The International Maize and Wheat Improvement Center, known by its Spanish acronym, CIMMYT® (www.cimmyt.org), is the lead center for this multi-institutional initiative, which involves 10 CGIAR centers plus several other public- and private-sector collaborators countries across Africa, Asia and Latin America.

CIMMYT’s offices Kenya are 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 websites: www.cimmyt.org and www.worldagroforestry.org

CIMMYT is looking for a:

PHI Coordination Assistant

This position will provide management and administrative support for the OneCGIAR Plant Health Initiative, a multi-institutional program that brings together multidisciplinary expertise from across ten CGIAR centres, working across multiple crops and geographies in Africa, Asia, and Latin America. This position will report to the Initiative Coordinator and Initiative Lead.

Summary of responsibilities

- Assist with coordination of processes related to work planning, monitoring, and reporting across all the PHI implementing partners, including administration of a project-management software platform (Scriptoria).
- Collect and compile information from PHI research community (across CGIAR and partners) for use in technical reports and other relevant deliverables.
- Provide event management support for PHI-sponsored events/meetings/workshops (face-to-face/virtual).
Facilitate internal communications and sharing among the PHI research community through appropriate software and communications tools.

Support collection of relevant data and management of PHI databases.

Support administration of PHI subgrants to partner institutions.

Requirements

- Bachelor’s degree plus 3-5 years of work experience and/or Master's degree in business administration or related field (NB: master’s degree may substitute for experience and vice-versa)
- Minimum 2-3 years project management experience.

Personal attributes and competencies

- Excellent written and verbal communication skills in English.
- Strong attention to detail.
- Ability to work proactively and manage timelines to help keep teams on track.
- Strong computer skills, with demonstrated experience using a wide range of computer applications (e.g., MS Word, MS Excel, Outlook, project management software, conferencing software such as Zoom, and SharePoint or other collaborative workspace tools)
- Desirable: experience working in institutions focused on research in agriculture and/or of a donor-funded nature, and experience of working in a multicultural environment.

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 **10 August 2023**.
- CV and Cover Letter should be in PDF and Labelled with the applicants First and Second Name.
- We will acknowledge all applications but will only contact short-listed candidates.

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