

Consultant - Communications Specialist

National Recruitment

Reports to: Head of Communications

Location: Cairo, Egypt

Main purpose of the position

Providing communication and administrative support for the delivery of ICARDA's communication products, social media activities, events and campaigns.

About ICARDA

The International Center for Agricultural Research in the Dry Areas (ICARDA) is an international autonomous, non-profit, research organization supported by the Consultative Group on International Agricultural Research (CGIAR).

ICARDA's mission is to reduce poverty, enhance food, water and nutritional security, as well as environmental health in the face of global challenges including climate change. We do this through innovative science, strategic partnerships, linking research to development and capacity development that take into account gender equality and the role of youth in transforming the dry areas. ICARDA works in partnership with governments, universities, civil society, national agricultural research organization, other CGIAR research Centers, and the private sector. With its temporary Headquarters in Beirut, Lebanon, ICARDA operates in regional and country offices across Africa, Asia and the Middle East. For more information: www.icarda.org

Main responsibilities

- Manages requests for and the production of ICARDA communication products by liaising with scientists, external writers, editors, designers and printers.
- Manages sections of the ICARDA website by writing blogs, updating information, and uploading new content.
- Coordinates communication campaigns via social media platforms, including Facebook, Twitter, and LinkedIn, and manages ICARDA's Flickr album.
- Supports the organization and management of key events, including global and regional workshops.
- Uploads key information products to the ICARDA repository and implements ICARDA's information management strategy.
- Provides regular updates on web usage with target audiences, including the ICARDA website and social media channels.
- Provides administrative tasks for the communications unit.

Education, qualifications and experience

- Bachelor's degree or equivalent in Communications, Marketing, Journalism, or other relevant field.
- At least five years of relevant work experience.
- Excellent writing skills in English and familiarity with ICARDA's subject matters, including agriculture, food security, and climate change.

Human Resources Office

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- Good organizational and problem-solving skills.
- Excellent interpersonal skills and ability to work effectively as part of a team in a multicultural and multidisciplinary work environment.
- Fluency in Microsoft Office Suite.
- Proficiency in Adobe Creative Suite.
- Fluency in French would be an advantage.

Terms of appointment, salary and benefits

The consultant will be recruited locally in Egypt. The initial contract will be for six months with a possibility of extension. Subsequent employment will be determined by performance and continued need for the consultancy.

How to apply

Please apply directly by forwarding you CV/Resume and Motivation letter to
k.park@cgiar.org