



OPEN POSITION

CDAIS Communication Assistant

TERMS OF REFERENCE

Employer:	ICRA
Location:	ICRA office, IRC, Campus Agropolis, Montpellier, France
Salary:	2300€ gross salary
Posted:	September 10th 2018
Position Type:	CDD - Full time – 36 hours/week
Duration:	10/12/2018 to 31/08/2019
Job Type:	Communication
Key specifications:	3 spoken languages strongly appreciated: French, English, Spanish
Contacts:	ICRA Montpellier : icra-montpellier@icra-edu.org

Context

ICRA is looking for a communication assistant to support our team managing the CDAIS project.

This project is a research-action project implemented in 8 pilot countries. It is funded by the European Commission (EC) and jointly implemented by the European Alliance on Agricultural Knowledge for Development (Agrinatura) and the Food and Agriculture Organization of the United Nations (FAO). It started in 2015 and will end in 2019.

Its goal is to experiment new approaches for the identification and support of capacity development of agricultural innovation systems (AIS) stakeholders in developing countries. The ultimate goal is to promote innovations to contribute to the sustainable productivity in agriculture.

From January to June 2019, CDAIS project is entering in its final phase. The main objectives of this final phase are:

- to conduct the comparative transversal analysis of the outcomes of the project
- to finalize the global report for the 4 years of the project
- to organize the CDAIS Global Conference

The CDAIS coordination unit ensures the smooth implementation of the project, provides support and guidance to the country teams, and is based in Montpellier, France.

Job description

The communication assistant will be integrated in the CDAIS coordination unit, based at the ICRA office in Montpellier, France. The communication assistant is responsible for all communication aspects of the CDAIS project. The post reports directly to the CDAIS Project Coordinator. The successful candidate will work closely with the Communication specialist and will be in regular contact with all key persons in the project and a number of external providers.



Responsibilities

Internal communication

- Supporting the maintenance and update of the CDAIS community project management system.
- Insuring regular communication within CDAIS team through organization and facilitation of virtual meetings

External communication

- Coordination of production of communication material (flyers, leaflets, books...)
- Participating in the production of CDAIS guidelines, policy briefs
- Supporting the maintenance and update of CDAIS's public website
- Exploring most relevant social media

Desired profile

- Excellent ICT skills.
- Experience with web-content management systems and wiki (preferably Confluence et Wordpress)
- Result oriented, pro-active and independent person with outstanding organization and communication skills.
- Full professional proficiency in French and English (written and oral). Knowledge of Spanish and Portuguese would be an advantage.
- Intercultural sensitive and able to work in an international setting.
- Experience in or knowledge of international agriculture research or the development sector.

This is a short-term position from **10th December 2018 to 31st August 2019**.

How to apply

Send your motivation letter (max 1 page) along with your CV – in English or French – to ICRA-Montpellier@icra-edu.org before 10th October 2018.

Interviews are scheduled for 29th October 2018.