

<https://jobs.eagmark.net/job/communications-assistant-aid-i/>

Responsibilities

- Work with AID-I project team and partners to develop, produce, and use relevant extension and training materials (flyers, posters, infographics, videos, etc.) to target communities (farmers, private sector, seed and fertilizer companies, agro-dealers, NGOs, and agricultural extension personnel) and project events (demonstrations, field days, fairs, awareness/community engagement events).
- Support development of brochures and technical bulletins for the AID-I project.
- As required, travel to document CIMMYT's work in the field and take still and video photography.
- Assist Program Staff in preparing posters, presentations, and other communication materials and merchandise.
- Support in documentation and communicating AID-I project news, updates, and stories for wider dissemination in project countries and at CIMMYT.
- Document high-interest stories for dissemination in suitable formats (interviews, photographs, success stories, and videos) to various target audiences.
- Support in the production of the quarterly newsletter of the AID-I project.
- Publish and disseminate the AID-I project results in various forms – print, digital, video or audio.
- Support AID-I project networking and engagement activities.
- Support innovative use of information, communication; and knowledge-based interventions and approaches across activities, making use of, for example, participatory communication approaches, emerging ICTs while working with partners.
- Support the activities related to the production of high-quality communications materials, including digital content, annual reports and reviews, newsletters, etc.
- As requested, liaise with CIMMYT HQ and regional communications team to share project updates and stories.
- Perform other duties as directed by supervisor.

Qualifications

- Bachelor's degree in communications, Knowledge Management, Journalism or in a related field; or a diploma degree in these fields with compensatory 2 years of experience.
- At least 3 years of relevant experience in a development, research, corporate or international environment is a plus.
- Experience in relationship-building with diverse stakeholders. Working experience in supporting communications and/or media relations in agricultural research for development is an added advantage.
- Basic knowledge of and skills in desktop publishing, HTML, photography, and photo editing
- Fluency in English and working knowledge of other local languages in project countries is desirable.
- Experience coordinating and managing creative content platforms and working with graphic designers.

Communications Assistant AID-I

Hiring organization

International Maize and Wheat Improvement Center (CIMMYT)

Employment Type

Full-time

Industry

Agriculture

Job Location

Lusaka, Zambia

- Experience coordinating virtual and in-person events.
- Excellent communication, organizational, and documentation skills. Working experience in supporting communications and/or media relations in agricultural research for development is an added advantage.
- Ability to think strategically and to develop and execute strategic communication planning.
- Ability to read, understand and assimilate complex technical information to produce clear, well-written summaries.
- Ability to present and package scientific information into various formats to suit specialist and non-specialist audiences.
- Experience in agriculture and developmental field in the country and/or region is highly desirable.
- The selected candidate must exhibit the following competencies: Organization, Critical thinking, Teamwork, Client Orientation, Problem-Solving decision-making, Negotiation, and Conflict resolution.

Job Benefits

- Private Health Insurance
- Pension Plan
- Paid Time Off
- Work From Home
- Training & Development

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