

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

## Description

The International Maize and Wheat Improvement Center, known by its Spanish acronym, CIMMYT®, is a non-profit organization that specializes in agriculture research for development with partners in over 100 countries.

## Responsibilities

- Lead the development and implementation of a communications strategy, in coordination with the CIMMYT and USAID Guidelines.
- Produce communication information and materials on AID-I activities. Communications products will include, but are not limited to fact sheets, case studies, press releases, success stories, photos, videos, social media posts, presentations, and AID-I project web site content.
- Serve as the point of contact for communications needs for the project and as the in-house expert on branding and marking for all USAID communications materials and deliverables.
- Coordinate and organize project events leveraging local and international media relationships (if needed and approved); preparing and overseeing interviews for different mediums; developing messaging; drafting, editing, and tracking briefing check lists (BCLs); drafting speeches, talking points and press releases.
- Coordinate with Chief of Party/Project Lead on the project communications and outreach.
- Supervise third-party communication support services contracts for example media monitoring, photography and videography, translation services, graphic design, and printing.
- Support AID-I partners in developing activity-level strategic communications and branding and implementation plans, and building their capacity in writing, photography, and videography.
- Project Reports: develop report workplan for AIDI & lead the project reporting writing, consolidation, editing and reviewing of the AIDI project reports, both ad hoc requests and the contractual report deliverables.
- Liaise with CIMMYT HQ and regional communications team to share project updates and stories.
- Perform other duties as directed by supervisors.

## Qualifications

- A master's degree in a relevant professional discipline such as media, journalism, or communications and a minimum of seven years of work experience in a relevant position. However, 10 years or more of substantive and specifically relevant experience may be acceptable in lieu of a master's degree.
- The candidate is required to have a minimum of 6 years of experience directly involved in media, outreach, and communications in development sector and/or donor contexts. At least 3years Working knowledge in Communications for a USAID funded project.
- The candidate must have excellent interpersonal and networking skills and the ability to liaise with representatives from the development sector, local media, local government, USG, and other relevant actors.

## Communications Specialist AID-I

### Hiring organization

International Maize and Wheat Improvement Center (CIMMYT)

### Employment Type

Full-time

### Industry

Agriculture

### Job Location

Lusaka, Zambia

- Clear understanding and demonstrated skills in outreach and coordination of organizational messaging is required.
- The candidate must have demonstrated experience in leading consultations and facilitation of various teams with diverse backgrounds and development perspectives and principles.
- Demonstrated familiarity and expertise with a diverse range of communications approaches and tools.
- Strong writing and speaking skills, particularly writing speeches, talking points, social media posts, and various public outreach documents.
- Ability to lead meetings and presentations with internal and external stakeholders.
- 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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