

The CGIAR Generation Challenge Programme (GCP) is seeking a motivated and enthusiastic candidate for the position of Communications Assistant in the Communications Unit. The selected candidate will assist in communications and public relations functions within the organisation, to ensure smooth information flow both internally and externally. It involves writing and editing functions for both print and electronic media, and related administrative activities.

This position will report to the Communications Manager and will be based at GCP headquarters in Mexico. The position is for an initial one-year contract with high probability of renewal, depending on performance and funding.

Key responsibilities

Website

- Prepare, post and update content for the GCP website (including short news items, specific information pages, features stories, publications, etc).
- Work with web developers from time to time to design new site features.

Writing, editing and production

- Assist in writing, editing, proof-reading and managing production of both internationally disseminated and internal documents and reports.
- Working with designers on concepts for publications, CDs, etc, and coordinating with them on layout and production.
- Write and disseminate *GCP News*, the GCP e-newsletter which has more than 2,700 subscribers.
- Assist the Communications Manager with public awareness initiatives for the Programme, including drafting and disseminating media releases.
- Liaison with external communication consultants.

Other tasks

- Create and maintain email distribution groups and publication subscription lists, and synchronise with other GCP contact lists
- Respond to routine enquiries from website visitors or via email
- Directing technical enquiries as appropriate
- Any other duties in support of GCP activities

Key competencies

- Excellent written and spoken English a must, and knowledge of Spanish and/or French desirable
- Good communicator, able to analyse technical and academic documents and transform them into everyday language
- Ability to multi-task and prioritise a complex workload
- Diligence and good attention to detail

Personality profile

- Good interpersonal & team skills
- Desire and ability to work in a multicultural setting
- Motivated and enthusiastic self-starter requiring minimum supervision, with a high level of energy and commitment
- Creative and innovative
- Able to manage periods of high pressure at work
- Must be willing to undertake international travel 1–2 times per year

Academic and other qualifications

- Degree, preferably in journalism, mass communication, public relations or degree in social science with supplementary training or experience in communication.
- Proficiency in Microsoft Office applications. Knowledge of web design software desirable.

Remuneration will be paid in US dollars, and benefits include housing allowance and life and health insurance. Good housing is available on and off the CIMMYT campus.

GCP (www.generationcp.org) is an internationally funded, non-profit research and capacity-building programme that was created by the Consultative Group on International Agricultural Research (CGIAR) to bring together research efforts at public and private research institutions in developed and developing countries to build a platform of publicly available genetic and genomic resources and tools that can be used to deliver the fruits of the Genomics Revolution to resource-poor farmers. GCP has an annual budget of USD \$14 million.

GCP is hosted by the International Maize and Wheat Improvement Center (CIMMYT www.cimmyt.org) at its main campus in Texcoco, 45 km northeast of Mexico City, Mexico. CIMMYT has an annual budget of approximately US\$45 million and its mission is to help the poor in the developing world by increasing the productivity, profitability, and sustainability of maize- and wheat-based cropping systems, while protecting natural resources. CIMMYT employs about 600 permanent staff (including 89 internationally recruited staff) and has regional centres and offices in 13 other countries, mostly in eastern and southern Africa. CIMMYT is expanding rapidly in South and East Asia.

GCP/CIMMYT is an equal-opportunity employer and strives for staff diversity in gender and ethnicity

Please send via e-mail your letter of application, CV/Resume (including full contact information), and names and contact information of three references to:

Human Resources Manager, CIMMYT

(Reference GCP 2009/03)

Email: jobs-cimmyt@cgiar.org

Deadline for applications: **January 20th, 2010**

For further information, contact Dr. Antonia Okono, Communications Manager, a.okono@cgiar.org