



**AWARD Communications Manager**

**CGIAR Gender & Diversity Program**  
Nairobi, Kenya

**ABOUT AWARD/G&D**

**The African Women in Agricultural Research and Development (AWARD)** is a pioneering program boosting the talent pool of African women in the agricultural sciences serving the continent's poorest farmers, especially rural women. AWARD wishes to recruit a dynamic and creative Communications Manager to lead its communications efforts for public awareness, knowledge sharing and networking. This internationally-recruited position offers a rewarding opportunity for a seasoned communications professional with sound strategic and operational skills in using diverse media to reach different audiences in Anglophone and Francophone Africa.

Based in Nairobi, Kenya, *AWARD* delivers mentoring, science capacity building and leadership development to women in agricultural R&D in sub-Saharan Africa. AWARD is managed by the CGIAR Gender & Diversity program, and executed in partnership with the 15 research Centers of the Consultative Group on International Agricultural Research (CGIAR), the Alliance for a Green Revolution (AGRA) and an extensive network of national and international R&D institutions. It is supported by the Bill & Melinda Gates Foundation and USAID. See: <http://www.genderdiversity.cgiar.org/resource/award.asp> AWARD was launched in 2007 and so far delivers services to hundreds of African women across some 60 institutions in 10 countries.

Under the supervision of the Project Manager, the Communications Manager will bring in-depth experience in the use of electronic and print media for the effective delivery of project outputs. Responsibilities include:

- Develop and implement a strategy for communications, networking and knowledge sharing; communicate with stakeholders, partners and the *AWARD* Steering Committee to ensure they are well-informed about *AWARD* activities and initiatives, seek feedback on issues as they arise, and relay this feedback to the *AWARD* Team;
- Provide strategic advice on communications to the Project Manager and AWARD staff to strengthen program implementation;
- Provide strategic advice to the Director to strengthen resource mobilization efforts;
- Help develop and implement a strong brand identity for AWARD;
- Develop and maintain the *AWARD* Web site and promote the use of social media including a blog for the project;
- Coordinate production of brochures, fact sheets, posters, films and other communication materials, with lead role for writing text and coordinating the editing, design, lay out, printing etc, as needed; manage the production and dissemination of Project reports and other communications products; supervise consultants engaged for outsourced products;
- Liaise with, and write articles/news items for news media and magazines; and
- Provide periodic management reports detailing the nature and impact of communication activities.

**Qualifications**

- Masters degree or higher, in communication or a related discipline plus minimum 5 years experience, or Bachelors degree and 10 years experience;
- proven experience in producing and leading a communications strategy appropriate for a large complex project, with many different types of stakeholders;
- proven experience for delivery of a wide range of communication products, including written, visual, exhibitions, electronic, etc.,
- proficiency with wide range of online communications tools;
- proficiency with relevant desktop publishing and web authoring software, such as Adobe Creative Suite, messaging for media, PowerPoint, Photoshop etc (or, experience with hiring and managing consultants to provide these);
- proficiency with photography and film-making (or, experience with hiring and managing consultants to provide these); and
- general knowledge of the Sub-Saharan African agricultural R&D system is a plus.

**Communication:**

- professional writing skills;
- graphics skills;
- communications products are characterized by their clarity and appropriateness, as well as appeal;
- excellent presentation skills; and
- creativity.

**Languages:**

- fluent in written and spoken English, and
- good command of French (written and spoken).

**Commitment to Gender and Diversity Issues:**

- enthusiasm for, and high degree of personal commitment to the issues promoted by G&D Program, particularly equity, multicultural work, inclusion, dignity, and professional development of women; and to the objectives and success of the AWARD Project;
- enjoys working with a multicultural team; and
- displays the highest standards of personal behavior.

**Initiative:**

- adds value to the activities which he/she manages, by identifying opportunities and needs, and by acting appropriately on those issues; and
- possesses the ability to think critically and strategically about technical/administrative approaches and issues, and about opportunities for enhancing the communications aspects of the AWARD Project.

**Service management:**

- strives for world-class results;
- develops, organizes, manages and takes accountability for all communications projects and services; oversees the work of communications consultants; and
- provides the team with systematic and organized work style, balancing priorities to meet deadlines.

## **4 Applications**

Your application should include a cover letter (including mention of where you saw this position announcement), your *c.v.*, a statement of how you meet our selection criteria, and the names and contact details (including telephone, fax and e-mail) of three referees who are knowledgeable about your professional achievements and abilities. **Please note that, if you do not include a statement in relation to the selection criteria, we can not consider your application.**

### **Working with G&D**

We provide a gender- and diversity-friendly work environment, and we particularly encourage women and men from Sub-Saharan Africa to apply. Candidates interested in job-share arrangements are also invited to apply.

Appointments will be for an initial period of two years, with renewal contingent on your performance. The AWARD Team is based at the World Agroforestry Center campus in Nairobi, with extensive travel throughout Sub-Saharan Africa. This is an internationally-recruited position with a competitive remuneration package, including benefits similar to leading international organizations.

### **Living in Nairobi**

Nairobi is a cosmopolitan city of around 4 million people. At an altitude of 1800 metres it has a mild climate and is free of malaria. The World Agroforestry Center is set in very pleasant surroundings, with comprehensive research and support facilities, and is close to a range of social and sporting facilities. Nairobi has schooling and modern medical facilities. It provides an excellent base for exploring Kenya's renowned wildlife parks. To find more about living in Nairobi, we recommend the UNEP web site <http://www.unon.org/karibukenya/docs/Karibu%20Kenya.pdf>

Please address your application to [icrafhru@cgiar.org](mailto:icrafhru@cgiar.org)

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Alternatively, hard-copy applications may be mailed to:  
The World Agroforestry Centre (ICRAF)  
Human Resources Unit  
PO Box 30677-00100  
GPO Nairobi  
KENYA

Applications may also be faxed to:  
The World Agroforestry Centre  
Human Resources Unit  
+254 20 722 4001

The position title should be clearly marked on the envelopes of mailed applications, or on the cover sheet of fax or e-mail applications.

**The deadline for submission of applications is 1 July 2009.**