

Program and Communications Assistant

The International Center for Tropical Agriculture (CIAT) works to reduce hunger and poverty, and improve human nutrition in the tropics through research aimed at increasing the eco-efficiency of agriculture. CIAT is a member of the CGIAR Consortium (www.cgiar.org), a global research partnership working many partners for a food secure future.

CIAT Asia is looking for a Program and Communications Assistant to support regional program management at the CIAT Asia Office in Hanoi.

The initial contract will be for 1 year with possible renewal. This is a nationally recruited position in Vietnam, and will be based at CIAT's Asia Regional Office in Hanoi.

Responsibilities

Research Team Support – FP1.1 Project (50%)

1. Provides general communications support to the CSA Community Learning project team.
2. Assists in the preparation of climate-change related communication materials for mass media and online platforms, including language translations between English and Vietnamese.
3. Assists the project team in maintaining research management records.
4. Coordinates with regional administrative staff in logistical arrangements for knowledge-sharing and other project events.

Program Management Support (40%)

1. Provides general secretarial support to the Regional Program Management Officer.
2. Maintains institutional databases and information systems such as directories of key contacts and partners, as well as regional projects portfolio and proposals pipeline.
3. Assists research teams to prepare working versions of technical and financial proposals.

Communications Support (10%)

1. Provides general secretarial support to the Regional Communications Specialist.
2. Assists in managing the regional office's storage, distribution and display of communication materials.

Skills and Experiences

- University degree in relevant specialization and qualification in business administration, accounting;
- 1 year of professional working experience in a similar position;
- Good organizational skills, excellent behavior in communication with national and international programme's partners;
- Excellent proficiency in written and spoken English;
- Dynamic and self-motivated character, willingness to up skill as required by the tasks to be performed.
- Good computer skills, especially with Microsoft Word, Excel, PowerPoint, Windows, and in internet-based communications
- Excellent interpersonal skills
- Excellent organizational skills and high attention to details

- Good command of task prioritization and time management to meet deadlines
- Good teamwork, spirit and enthusiasm
- Proven ability to problem solve and think proactively
- Experience in translation or other communications-related fields
- Ability and willingness to travel

Applications

Please send your CV and cover letter to Ms. Chanthana Douangsavanh (c.douangsavanh@cgiar.org) and Ms. Hoang Thu Thao (t.hoang@cgiar.org) indicating “Program and Communications Assistant” on the subject line.

The deadline is 20 November, 2015. We invite you to learn more about CIAT at: <http://www.ciat.cgiar.org>

Only short-listed candidates will be contacted. No telephone inquiries please.