Communications Specialist

The International Maize and Wheat Improvement Center, known by its Spanish acronym, CIMMYT®, is a not-for-profit research and training organization with partners in over 100 countries. Located outside of Mexico City, CIMMYT is an international agricultural research-for-development organization that develops and promotes improved maize and wheat varieties and cropping systems for farmers in developing countries to ensure global food security while reducing poverty, hunger and malnutrition. Please refer to our website for more information: www.cimmyt.org

The Corporate Communications Department of CIMMYT is seeking a skilled and motivated candidate for the position of Communications Specialist. The selected candidate will report to the head of Corporate Communications.

The position will be based at CIMMYT’s Main Campus in Texcoco, State of Mexico (located 45 km northeast of Mexico City, Mexico) and will interact with CIMMYT’s regional offices world-wide on a regular basis.

Specific duties:
- Pursue strategic communications activities, as established with research leaders, unit heads and management.
- Raise awareness of the value and impact of major projects through appropriate products and media.
- Write and edit compelling, scientifically accurate copy for diverse audiences and formats (web, print, speeches, ppt, newsletters, technical publications and factsheets).
- Work with the multi-media communications specialists and audio-visual design teams to document CIMMYT activities.
- Work closely with communicators in regional offices on the above and to document success stories through research, travel, interviews, photography and other means.
- Work with CIMMYT scientists to shape messages and presentations for highly visible meetings/audiences.
- Lead new approaches to create and distribute multimedia content related to CIMMYT.
- Other duties as agreed.

Required academic qualifications, skills and attitudes:
- B.A. in journalism, communications, public relations, science, international development or other relevant fields.
- At least 3 years of experience in science communications, public relations and/or non-profit communications.
- Demonstrated understanding of the non-profit and/or agricultural research for development environments.
- Clear grasp of communications strategies and creativity in applying them to raise awareness of CIMMYT’s activities and achievements.
- High-level of proficiency in written and spoken English. Knowledge of Spanish is an advantage.
- Knowledge and appreciation of science and the ability to express technical concepts in clear, simple language for diverse audiences, including the general public.
- Proficiency in use of social networking and new media tools.
- Demonstrated ability to work collegially and collaboratively to deadline, under occasionally intense pressure, and as part of a diverse, multicultural, team.

The position is for an initial fixed-term for three (3) years, after which further employment is subject to performance and the continued availability of funds. CIMMYT’s internationally competitive salary and benefits include housing allowance, car, comprehensive health and life insurance, assistance for children’s education, paid vacation, annual airfare, contribution to a retirement plan, and generous assistance with relocation shipment.

Candidates must apply here for 15845 Communications Specialist no later than Thursday, 31 December 2015
Incomplete applications (CV, cover letter, and two writing samples) will not be taken into consideration.

Cover Letter should refer explicitly to the essential qualifications, skills, and competencies stated above.

For further information on job responsibilities, please contact Genevieve Renard, at G.Renard@cgiar.org
For further information on the selection process, please contact Daniel Ixtla, at d.ixtla@cgiar.org

Please note that only short-listed candidates will be contacted.

CIMMYT is an equal opportunity employer. It fosters a multicultural work environment that values gender equality, teamwork, and respect for diversity. Women are encouraged to apply.