



## Job description

### Communication Assistant

### SERVIR West Africa Program (Phase 2)

**Title :** Communication Assistant

**Location :** Based in Dakar , Centre de Suivi Écologique, Dakar (Sénégal)

**Type of position :** Full time, fixed term position of one (01) year with possibility of renewal

**Start date :** June 2023

**Direct line of authority :** SERVIR Program Communication and Knowledge Management Specialist

## Servir West Africa Program Phase 2

SERVIR is a joint initiative of NASA and USAID that partners with leading organizations in different regions of the world to support them in provide decision support products and services to decision makers and build their capacity. To this end, SERVIR facilitates access to and use of observational data from satellite images, geographic information systems (GIS) and predictive models, hence the slogan "connecting space to village".

SERVIR is an international network:

- SERVIR-West Africa (SERVIR-WA), hosted by the International Crops Research Institute for Semi-Arid Tropics (ICRISAT)
- SERVIR-Eastern and Southern Africa, hosted by the Regional Centre for Mapping of Resources for Development (RCMRD)
- SERVIR-Himalaya, hosted by the International Centre for Integrated Mountain Development (ICIMOD)
- SERVIR-Mekong, hosted by the Asian Disaster Preparedness Centre (ADPC)
- SERVIR-Amazonia, hosted by the International Centre for Tropical Agriculture (CIAT)
- International Center for Tropical Agriculture (CIAT)

The objective of the SERVIR WA 2 Program is to:

- increase the capacity of local, national and regional institutions to apply geospatial technologies and analysis;
- apply geospatial technologies and analysis to improve decision-making and resource management;
- improve decision-making and resource management;
- improve the resilience of countries in the region;
- mitigate the effects of climate change and ensure appropriate use of natural resources.

SERVIR-WA is implemented by a consortium of seven regional institutions from Burkina Faso, Ghana, Mali, Niger, Nigeria and Senegal. It is structured around five themes:

- Food security and agriculture
- Water resources and natural disasters
- Weather and climate
- Land use, land cover changes and ecosystems
- Financial instruments

In the framework of the implementation of the Serving West Africa Program, the SSC intends to engage the services of a Communications Assistant who will work closely with the project team.

## **Main function of the Communications Assistant**

The Communications Assistant will play a key role. The main objective of the recruitment is to strengthen the Communication Unit of the Servir West Africa Phase 2 Program and to contribute to the implementation of knowledge management, communication and dissemination activities at local, national and regional levels through a detailed action plan. The Program Communication Unit will provide all the necessary documentation to enable it to have a good knowledge of the Programmer's activities and issues. Field missions at national and international levels are to be foreseen in the framework of the activities entrusted to him/her. Their duration and nature will be defined by mutual agreement and will be the subject of a planning defined in the service offer.

### **Its main tasks are as follows:**

Under the supervision of the SERVIR Program Communication and Knowledge Management Specialist, the Assistant in charge of Communication will:

- ensure the follow-up of the annual "Communication" work plan of the internal and external communication strategy of the SERVIR West Africa Phase 2 Program in coherence with its objectives and in close collaboration with all the actors as soon as he/she takes up his/her post;
- strengthen the close collaboration with the "Communication" focal points of the various partner institutions;
- manage the content and updating of information for the various current and proposed digital and traditional media;
- contribute to the planning and design of new promotional materials for the Program (social media feeds, website, newsletter, publications, articles, guides, poster....) according to the target audiences;
- ensure the follow-up of the development of pro-active national/international media relations (updating of press files, drafting of press kits and releases, organization of press conferences...)
- monitor the results and impacts of communication and readjust them if necessary, including media coverage;
- supervise the work of service providers (web master, designer, graphic artists, printers);
- encourage synergies and define needs in terms of exchange of experiences and mutual learning in the field of communication between actors;
- contribute to strengthening the communication capacities of the region's Communication focal points;
- ensure the reporting of communication actions;
- participate in the organization of Program events;
- implement the communication plan for services developed by the SSC;
- collect and file all Servir AO documentation and ensure its capitalization.

## **Profile required**

- Master degrees in communication, marketing and digital communication, journalism, international relations or similar;
- Five (05) years minimum experience in a similar position;
- Proven skills in facilitating stakeholder platforms;
- Significant experience in digital communication;
- Excellent interpersonal skills and ability to adapt to a multicultural and multi-religious context;
- Fluency in French, and a very good level of English (bilingual preferred);
- Excellent writing and speaking skills;
- Excellent organizational skills, initiative, initiative and a strong capacity for autonomy;
- Availability to travel regularly in the region and internationally.

## **How to apply**

The application file should include:

- letter of motivation;
- detailed curriculum vitae, showing the candidate's motivations, skills and experience, three professional references and the date of availability.

Applications must be sent before 09/06/2023 only by email to: [contact@cse.sn](mailto:contact@cse.sn) copy to [Victoria.Asamoah@icrisat.org](mailto:Victoria.Asamoah@icrisat.org) specifying in the subject line: Application "Assistant Communication Officer SERVIR AO phase 2".