



**Position Title** : Communication Assistant

**Reports to** : Communication Officer

**Section/Unit** : **Tree and Market & Agroforestry Management Unit (TAMMU)**  
Under CIDA Funded :  
Agroforestry and Forestry in Sulawesi:  
Linking Knowledge with Action Project

**Duty Station** : Makassar, South Sulawesi

### ***MAIN PURPOSE OF THE JOB***

The AgFor Communication Assistant will assist the Communications Officer of the project 'Agroforestry and Forestry in Sulawesi: Linking Knowledge to Action' (AgFor Sulawesi), which is managed by the World Agroforestry Centre and funded by the Canadian International Development Agency (CIDA), through assisting clear and effective communication between scientists, farmers, agricultural and forestry extension workers, district and provincial governments, CIDA and its other projects in Sulawesi, partner organizations, NGOs, educational institutions, other projects and the media.

### ***PRIMARY DUTIES AND RESPONSIBILITIES***

Based at the Bursa Pengetahuan Kawasan Timur Indonesia (BaKTI) office in Makassar, under the supervision of the AgFor Communications Officer and with reference to the Senior Project Leader and Regional Communications Specialist, to contribute in establishing and implementing the communications plan, including:

- Assist in identifying extension and other information needs for the range of AgFor stakeholders
- Assist in developing and implementing internal and external AgFor information systems and products
- Contribute to writing, rewriting and editing material in English and Indonesian (in collaboration with scientific staff and other writers and editors as necessary)
- Collaborate in the development of other communications products such as digital, print, audio and visual materials, including a website
- Administrative and financial record-keeping related to AgFor communication

### ***MINIMUM REQUIRED ACADEMIC AND PROFESSIONAL QUALIFICATIONS***

Minimum of Diploma 3. Major in communication is preferable



### ***MINIMUM RELEVANT WORKING EXPERIENCE***

Minimum 2 year's experience in development communication, journalism, film, development or other media or related sectors

### ***SKILLS AND COMPETENCIES***

- Well organized; able to meet deadline
- Having excellent command of English and Indonesian
- Willing to learn new skills/knowledge related to the scope/content of the specified projects.
- Excellent interpersonal skills and ability to work well in multicultural teams.
- Demonstrates effective written and verbal communication skills
- Able to generate creative, practical approaches to overcome challenging situations
- Familiarity with one or more local languages of Sulawesi
- Possess driving license is an advantage