



Position Title : AgFor (Agroforestry and Forestry) Communications Coordinator

Reports to : Senior Project Leader, AgFor Sulawesi

Section/Unit : Trees, Agroforestry Management, Marketing Unit (TAMMU)

Duty Station : Makassar, Sulawesi Indonesia

MAIN PURPOSE OF THE JOB

The AgFor Communications Coordinator will assist the project 'Agroforestry and Forestry in Sulawesi: Linking Knowledge to Action' (AgFor Sulawesi), which is managed by the World Agroforestry Centre (ICRAF) and funded by the Department of Foreign Affairs, Trade and Development, Canada (DFATDC), through supporting clear and effective communications between scientists, farmers, agricultural and forestry extension workers, district and provincial governments, DFATDC and its other projects in Sulawesi, partner organizations, NGOs, educational institutions, other projects and the media.

PRIMARY DUTIES AND RESPONSIBILITIES

The coordinator will coordinate internal and external communications for AgFor Sulawesi, based at the Bursa Pengetahuan Kawasan Timur Indonesia (BaKTI) office in Makassar, in close liaison with the Senior Project Leader and with reference to the Regional Communications Specialist in Bogor, West Java. Primary duties include:

1. Develop communications materials that address specific knowledge, language and learning issues for farmers, government agencies, media and other stakeholders
2. Liaise closely with local, national and international media to ensure wide dissemination of AgFor results
3. Commission and manage contractors, such as book and web designers, IT experts, writers, editors, video makers, radio personnel and photographers to design and produce communications materials
4. Manage the communications budget in liaison with the Senior Project Leader and ICRAF Bogor finance team
5. Supervise the AgFor Communications Officer
6. Contribute to ICRAF Indonesia, regional and global communications tasks
7. Other related tasks assigned by the Senior Project Leader

MINIMUM REQUIRED ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Bachelor degree in communications, media, literature, social sciences, environment, forestry, agriculture, agroforestry or related discipline or equivalent professional experience in development communications.



MINIMUM RELEVANT WORKING EXPERIENCE

At least 3 years' experience in development communications, media, public relations, journalism or advertising.

SKILLS AND COMPETENCIES

- Self-directed; well organized; able to meet deadlines
- Able to manage a range of professional contractors to tight deadlines
- Excellent command of written and spoken English and Indonesian
- Excellent interpersonal skills and ability to work well in multicultural teams
- Able to generate creative, practical approaches to overcome challenging situations
- Proven negotiation skills, writing and documentation competencies
- Willingness to undertake frequent travel to often remote areas
- Familiarity with one or more local languages of Sulawesi (desirable but not essential)