



VACANCY ANNOUNCEMENT

The Global Crop Diversity Trust (Crop Trust) is an international organization dedicated to conserving crop diversity and making it available for use globally, forever, and for the benefit of everyone. The Crop Trust hosts the Global Flagship Initiative for Food Security, a global coalition launched at UNCCD COP16 in Riyadh in 2024. Since its launch, the Flagship has grown into a coalition of about 120 development partners working collectively to advance food security worldwide.

The Flagship is a dynamic coalition advancing SDG 2 – Zero Hunger through three pillars: **Collaborate Broadly, Mobilize the Private Sector, and Deliver Impact with Agility**. Through these pillars, it supports governments, civil society, and the private sector in scaling impactful, climate-smart, results-driven solutions through strategic alignment and rapid, high-impact action.

The Global Crop Diversity Trust is seeking an outstanding candidate for the position of:

Communications Assistant

The Communication Assistant will support communications, outreach, visibility, and stakeholder engagement activities for the Global Flagship Initiative for Food Security. Working under the direct supervision of the Secretary of the Global Flagship Initiative for Food Security, the Assistant will contribute to strengthening the visibility and public profile of the Flagship through content development, digital communications, event support, and stakeholder engagement.

The responsibilities of the position include the following:

1. Communications and Content Development

- Assist in drafting, editing and formatting communication materials, including news items, website updates, newsletters, briefing notes and partner communications, ensuring clarity, consistency and timely delivery.
- Support the development and scheduling of social media content and help maintain the Flagship's digital communication channels in line with approved communication plans and standards.
- Prepare and update outreach and visibility materials, such as presentations, flyers, fact sheets and communication packages, using established templates and guidance.
- Provide support for communication activities related to major international events and Flagship priorities, including drafting background content and coordinating dissemination.
- Review communication outputs for consistency of messaging, formatting and visual identity in accordance with established guidelines.

2. Stakeholder Outreach and Engagement

- Assist in maintaining regular communication with governments, development partners, civil society organizations, universities, youth networks and private sector stakeholders, under the guidance of the supervisor.
- Maintain and regularly update contact lists, distribution lists and stakeholder tracking tools to support outreach and follow-up actions.

- Support coordination and information exchange with related initiatives in the areas of food security, climate, biodiversity and land restoration.
- Provide logistical and communication support for partnership and visibility activities, including preparation of correspondence, meeting materials and follow-up notes.

3. Event and Media Support

- Assist in organizing and supporting international conferences, webinars, workshops, side events and meetings, including preparation of participant materials and coordination of visibility requirements.
- Draft and compile event-related materials, such as background notes, speaking points, agendas, presentations and communication packages.
- Provide logistical and administrative support for outreach activities and events, including scheduling, coordination with service providers and follow-up on action points.
- Support media-related activities, including media monitoring, compilation of coverage and preparation of basic press and outreach materials, as required.

4. Research and Knowledge Support

- Collect and compile background information on communication trends, partner activities and thematic developments relevant to food security and sustainable development to support program communication needs.
- Assist in the preparation of summaries, reports, presentations and internal communication materials by organizing information and drafting routine content.
- Maintain records and documentation of outreach activities, stakeholder engagement and communication metrics to support reporting and knowledge management.

5. Other Tasks

- Liaise with relevant External Affairs and Program teams to facilitate the timely preparation and clearance of communication outputs.
- Maintain organized communication files, media assets, mailing lists and content repositories in accordance with office procedures.
- Provide day-to-day administrative and coordination support for the communications and outreach activities of the Flagship Secretariat.
- Perform other related duties as assigned by the Secretary of the Global Flagship Initiative for Food Security.

Qualifications and Competencies

Education

- Completion of secondary education is required.
- Supplementary training or certification in communications, journalism, public information, media studies, administration or a related field is desirable.
- A first-level university degree in a relevant field may be accepted in lieu of some experience, where applicable.

Work Experience

- A minimum of five years of progressively responsible experience in communications, public information, outreach, administrative support or a related area is required.
- Experience supporting communication or outreach functions in an international organization, public institution, NGO or multilateral environment is desirable.

- Experience with digital communications, website content management, social media scheduling or preparation of communication materials is desirable.

Language

- Excellent written and spoken English is required.
- Knowledge of another language, particularly Arabic, French or Spanish, is desirable.

IT Skills

- Proficiency in standard office software applications, including Microsoft Word, Excel and PowerPoint, is required.
- Familiarity with social media platforms, content management systems and basic design or layout tools is desirable.
- Experience in using multimedia, basic graphic design or video editing tools is an asset.

Competencies

- Demonstrated ability to draft and edit clear, accurate and well-structured written materials.
- Strong organizational skills and ability to manage multiple assignments and deadlines with attention to detail.
- Ability to work effectively with colleagues and external stakeholders in a multicultural environment.
- Shows initiative, reliability, sound judgment and a client-oriented approach in carrying out assigned tasks.
- Maintains accuracy and quality of work under pressure and within tight timelines.

Terms and Conditions: The Crop Trust offers an attractive remuneration package including a competitive salary, medical insurance and leave provisions. This is a locally recruited position classified as Grade G2 with the highest Grade of the locally recruited positions being G5. The entry salary for this position is EUR 40,643.40. Staff of the Global Crop Diversity Trust (including German nationals) are exempt from host country income tax. All benefits are denominated and paid in Euros. Relocation costs are not covered. **The initial term of the contract will be one (1) year**, with the possibility of renewal. The contract will be subject to a probationary period of six (6) months.

Applications: Interested candidates should submit the following (incomplete applications will not be considered):

1. **A one-page motivation letter including a summary of your qualifications and experience**, indicating how you meet the expected set of skills and competencies for the position and your drivers for applying.
2. **Your Curriculum Vitae in English** (please include your current residence address, telephone, and email address, date of birth, gender and nationality).
3. **Names and full contact details of at least three referees.**

Please apply by using the following link: <https://www.impactpool.org/jobs/1216211>

Deadline for applications is 21 June 2026

By submitting your application, you agree to the Crop Trust processing your personal data as described [here](#).

The Trust is an equal opportunity employer and strives for staff diversity in gender and nationality.

Only short-listed candidates will be contacted.