



## VACANCY ANNOUNCEMENT

The Global Crop Diversity Trust is an international organization with headquarters in Bonn, Germany whose mission is to ensure the conservation and availability of crop diversity for food security worldwide. For further information about the Global Crop Diversity Trust, consult the web page at <http://croptrust.org>

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

### Chief Communications Officer

Directly reporting to the Director of External Affairs and holding a key position within the External Affairs Department and organization, the Chief Communications Officer (CCO) is responsible for providing strategic guidance to the Crop Trust in relation to communications and will play a pivotal role in building the Crop Trust brand and strengthening its visibility particularly in relation to donors and other key stakeholders. The role will provide key support in meeting the organisation's resource mobilisation and advocacy goals.

The CCO and Communications Unit work closely with the Director of External Affairs and the Executive Director to deliver the organization's mission and vision at a political level and support resource mobilization initiatives led by the Partnerships Unit. Working closely with all other teams within the organization, in particular, the Science team, the CCO leads the Communications Unit to strategically raise awareness of crop diversity conservation, communicate the successes of the organization and its major projects and lead the strategy behind the production of captivating digital and print materials, user-friendly website and social media outreach as well as event production and traditional media outreach.

The CCO oversees, monitors and is responsible for all aspects of external communications, both project and institutional, including:

- Further develop and lead the execution of the communications strategy and operational plan in close alignment with the overarching 2030 Strategy and established External Affairs priorities.
- Management of the Communications Unit and oversight of the recruitment of external communications expertise, as agreed upon.
- Spearhead the development of strategic communications opportunities for the organization, including proactive media engagement and building relationships with key media in the development space for the purpose of generating coverage for the Crop Trust's main initiatives.
- Build a global thought leadership profile for the Crop Trust by producing opinion pieces, blogs, and other compelling advocacy material in collaboration with credible and well-known thought partners.
- Support the Executive Director with external outreach and internal communication opportunities, as needed.
- Manage the production of webinars, special events, publications, newsletters, news releases and reports to position the Crop Trust as a subject matter expert.
- Work closely with project teams to ensure project/donor communications deliverables are met.
- Management of communications budgets and oversight of communications contracts (institutional and project).
- Strengthen in-house communications capacity through training and the introduction/review of relevant digital tools, systems, products and processes.
- Ensure team KPIs are set and met by monitoring monthly social, web and media data.
- Oversee all digital campaign development and execution.
- Actively advise on and secure global event presence and participation, including executive management of the yearly institutional event 'Crop Diversity Day'.
- Ensure global strategic speaker positioning in international events.

- Coordinate and integrate host-country outreach and engagement.
- Oversee all website design and management (institutional and project).
- Oversee and ensure high-quality editorial and content production, including infographics, audio-visual products, social media products, flyers etc.
- Oversee the coordination of the Communications Community of Practices.
- Ensure timely completion and delivery of annual and donor reporting.
- Perform any other duties, as required.

## Requirements:

### Experience

- Minimum of 8 years progressive management experience in communications for international development organizations; agri-food systems-related experience an advantage.
- A Master's level degree in a communications-related field and additional related post-graduate courses are an advantage.
- Extensive experience working with international partners to deliver shared communications objectives.
- Experience working in a multicultural office environment.
- A sound understanding and relationships with key agencies and stakeholders in the international development sector at the political level relating to agri-food systems.
- Strong website design and management experience.
- Extensive experience managing digital campaigns for international audiences.
- Strong global event management experience.
- Extensive editorial experience, such as drafting speeches, talking points, reporting and editing, management of editorial output.
- Print journalistic experience in English an advantage.
- Experience managing international traditional media.
- Experience in coordinating internal communications for small to medium-sized organizations.

### Skills

- Fluent (spoken and written) English, working knowledge of German and UN languages a distinct advantage.
- Excellent editing and writing skills in English and a keen eye for detail.
- Proven extensive people management skills.
- A passion for communications and a hunger to innovate.
- Experience managing large-scale budgets.
- An energetic, highly organized, and positive personality.
- Able to juggle multiple responsibilities with conflicting deadlines.

**Terms and Conditions:** The Crop Trust offers an attractive remuneration package including a competitive salary, non-contributory retirement savings plan, medical insurance and leave provisions. This is a Professional position classified as Level 5 (Level 6 being the highest). The salary range for Level 5 starts at Euro 85,000. All benefits are denominated and paid in Euros. Staff of the Global Crop Diversity Trust (including German nationals) are exempt from host country income tax. Relocation costs are covered. **The initial contract duration will be 3 years** and will be subject to a probationary period of 12 months.

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

- 1. A one-page motivation letter including 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/1031871>

**Deadline for applications is 8 February 2024.**

*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.*