



AU/IBAR

The African Union's Interafrican Bureau for Animal Resources (AU/IBAR) is a specialized technical office reporting to the Department of Rural Economy and Agriculture of the AU Commission.

Established in 1951 to study the epidemiological situation and fight rinderpest in Africa, the institution is today mandated to support and coordinate the improvement of livestock as a resource for human wellbeing in the Member States of the African Union and to contribute to economic development, particularly in rural areas.

From its offices in Nairobi AU/IBAR approaches livestock development at three strategic angles: animal health, animal production and trade and marketing of animal products.

Editor/Writer COM/17/07/08

POST LEVEL: P-1

DEADLINE FOR APPLICATIONS: 31 July 2008

DATE OF ISSUANCE: 9 July 2008

DUTY STATION: Nairobi

AU/IBAR seeks to fill the position of an editor/writer to produce a variety of IBAR's publications. The scope of work spans from writing of news releases and layout of information material to support the finalization of powerpoint presentations.

The initial appointment will be for 11 months. Any extension will be subject to continued availability of funding. The Director reserves the right to appoint a candidate at a lower level than advertised. Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

Responsibilities

The post is located in Communications under the direct supervision of the Communications Advisor/Knowledge Manager. The incumbent will be responsible for the following duties:

- Copywriting of IBAR information material such as corporate and project brochures and posters, which from a prime external communications tool of the organization, using MS-Publisher and/or Corel Draw
- Liaising with project staff to generate content for periodicals such as an internal news bulletin and a daily media monitoring digest
- Editorial and layout support for publications of IBAR, project reports and PowerPoint presentations
- Facilitate media outreach, including the maintenance of media contact databases and provide qualitative feedback report
- Work closely with printers and translators for efficient implementation and quality assurance
- Propose to the communications advisor new requirements of content providers as well as recipients, consumers and clients
- Ensure consistency across the organization and its projects (layout, design, content)
- Facilitate surveys on the usage of created material and analyse them in quarterly reports, proactively with concrete recommendations
- Initiate and sustain professional relationships with key constituencies to promote IBAR
- Perform other duties as assigned.

Competencies

- Professionalism - Good understanding of the requirements in a governmental environment in terms of choice of language and modes of interaction
- Communication - Excellent communication (spoken and written) skills, including the ability to draft/compile a variety of written and visual communications products in a clear, concise style and effectively disseminate information and build/maintain effective relations. Applying knowledge of the concepts of corporate identity and design
- Planning & Organizing - Ability to plan own work and to handle complex information issues.
- Technological Awareness - knowledge of developments in layout/design of public information material; knowledge and understanding of information architecture, the inter-relationship of IBAR's units and projects.
- Client Orientation - Ability to establish and maintain productive relationships with internal and external clients; to identify their needs and match them with appropriate solutions

Education

Advanced university degree in communications, journalism, information management or other related field of work, or a relevant combination of academic qualifications and experience.

Work Experience

Minimum of five years professional experience as subeditor/editor in a media environment or in a comparable function within an NGO or corporation. Experience in an international work environment is desirable.

Languages

English and French are working languages of the African Union. For this position, a flawless command of written and spoken English is essential. Basic knowledge of French is highly desirable.

Other Skills

Strong understanding of information architecture and content organization

Advanced knowledge of the MS-Office package, in particular Word and PowerPoint, as well as Corel Draw

The African Union/IBAR will place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality.

How to apply

Applicants are strongly encouraged to apply via email as soon as possible after the vacancy has been posted and well before the deadline stated. Applications will not be acknowledged and only short-listed candidates notified. In the first stage of the application process, please submit only a brief CV and a motivation letter.

Email: applications@au-ibar.org