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**Wheat Initiative Communications Officer and Programme Manager**

**INRA-Paris, France**

The Wheat Initiative ([www.wheatinitiative.org](http://www.wheatinitiative.org)), endorsed by the G20 agricultural ministers, was launched officially in September 2011. It aims to provide a framework to establish strategic research and organisation priorities for wheat research at the international level. It will identify potential synergies and nurture collaborations between research and development programs for wheat improvement, in developed and developing countries. The Wheat Initiative will also develop specific activities to enhance communication and increase access for all to information, resources and technologies.

**Job description**

Under the guidance and supervision of the International Scientific Coordinator, the successful candidate will provide support to the development of the Wheat Initiative, organise and implement internal and external communications, and manage meetings of the different governing bodies.

**List of Duties / Work Programme / Responsibilities**

* Organise and facilitate Wheat Initiative meetings:
* Schedule regular meetings of the Scientific Board, Research Committee and Institutions’ Coordination Committee,
* Organise their agenda,
* Prepare relevant pre and post meeting material,
* Circulate meeting outputs  and monitor follow-up activities.
* Participate in the definition and implementation of a Communication strategy for the Wheat Initiative:
* Facilitate communications between the Wheat Initiative stakeholders,
* Supply the Wheat Initiative webmaster with appropriate content (news, events, jobs, scientific papers, factsheets, updated information),
* Research and pull together material on wheat research in different countries,
* Assist with the preparation and circulation of Wheat Initiative documents,
* Assist with the production of regular internal and external Newsletters and with the compilation of the Annual Report.
* Follow the execution of the Wheat Initiative budget.
* Undertake various office duties.

**Working relationships**

The post holder will report to the Wheat Initiative International Scientific Coordinator (Hélène Lucas) and will interact with various public and private stakeholders. He/she will also interact with an administrative assistant.

**Job requirements**

Personal Skills and Attributes

* The successful candidate will have good organisational skills with good time management and work scheduling skills as key features.  A flexible approach to working hours would be an advantage.
* He/she will show ability to work on his/her own initiative, both independently and as part of a team.
* He/she will also have good interpersonal skills, the ability to work to short deadlines, be able to relate to people of different backgrounds and levels of seniority and be diplomatic, assertive and outgoing.
* The successful candidate will have excellent spoken and written communication skills in English.

Qualifications

* Post-graduate degree in Science or Science communication.

Knowledge and Experience

* Scientific background.
* Working experience in communication.
* Administration experience in a project environment.
* Experience of dealing with numerous stakeholders at a variety of levels.
* Excellent knowledge of the Microsoft suite including Word, Excel, PowerPoint.

**Additional information**

Location: Institut National de la Recherche Agronomique, Paris, France, with occasional travel abroad.

Contract: 2 years contract starting as soon as possible

Remuneration: up to 2200 € Net according to qualification and experience

Candidates should send their letter of motivation and CV to [wheat.initiative@versailles.inra.fr](mailto:wheat.initiative@versailles.inra.fr) by 25 February 2013. Only preselected candidates will be contacted.