

PHI Coordination Assistant at World Agroforestry Centre (ICRAF)

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Job Description

The World Agroforestry Centre, is an international institute headquartered in Nairobi, Kenya, and founded in . The Centre specializes in the sustainable management, protection and regulation of tropical rainforest and natural reserves.

Overview

This position will provide management and administrative support for the OneCGIAR Plant Health Initiative, a multi-institutional program that brings together multidisciplinary expertise from across ten CGIAR centres, working across multiple crops and geographies in Africa, Asia, and Latin America. This position will report to the Initiative Coordinator and Initiative Lead.

Duties and responsibilities

Assist with coordination of processes related to work planning, monitoring, and reporting across all the PHI implementing partners, including administration of a project-management software platform (Scriptoria).

Collect and compile information from PHI research community (across CGIAR and partners) for use in technical reports and other relevant deliverables.

Provide event management support for PHI-sponsored events/meetings/workshops (face-to-face/virtual).

Facilitate internal communications and sharing among the PHI research community through appropriate software and communications tools.

Support collection of relevant data and management of PHI databases. Support administration of PHI subgrants to partner institutions.

Education, knowledge and experience

Bachelor's degree plus 3-5 years of work experience and/or Master's degree in business administration or related field (NB: master's degree may substitute for experience and vice-versa)

Minimum 2-3 years project management experience.

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