



**INTERNATIONAL COCOA ORGANIZATION ♦ ORGANISATION INTERNATIONALE DU CACAO
МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО КАКАО ♦ ORGANIZACION INTERNACIONAL DEL CACAO**

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Vacancy notice

Title: Communication and Marketing Coordinator

Category/ Grade: Locally recruited staff, G6 on the UN salary scale

Duty Station: Abidjan

Type of contract: Fixed Term (5 years with 6-month probationary period)

Deadline (Midnight Abidjan Time): 15 November 2019

Recruitment open to: national of one of the ICCO member countries
(please see the list on www.icco.org).

Applications (only CV & Covering letter) to be sent to communicationicco@icco.org
copy to exec.dir-office@icco.org

A. BACKGROUND

The International Cocoa Organization is an intergovernmental body responsible for the sustainable development of the cocoa value chain. It has 52 members including 22 cocoa exporting countries and 30 cocoa importing countries.

B. RATIONALE

Since the adoption of its Strategic Plan of Action (2019/2024), the ICCO has embarked in a reinforced and permanent communication and information process, in order to improve the visibility of its activities, its technical support to the member countries of the organization in their search for information related to the sector and other stakeholders from private sector or civil society.

C. OVERVIEW OF THE FUNCTIONS OF THE POST

Under the direct authority of the Executive Director, the incumbent will:

- implement the communication strategy;
- provide member countries with all information needed;
- disseminate the statistics, news, economics studies and market analysis;
- communicate through social media.

More specifically, the incumbent will be responsible for:

- **Giving greater visibility to the ICCO and its activities**

The ICCO is a reference organization in statistical data publication, crop forecasting and cocoa market analysis in terms of supply, demand, stocks and prices of cocoa. Nevertheless, its activities are poorly known by the general public and its analyses are insufficiently exploited by its member countries to guide national policies. A first objective will therefore be to increase the ICCO's visibility among the various stakeholders in the world cocoa community and to improve the use of the results of its work.

- **Promoting exchanges within all existing international and sub regional networks**

The aim is to encourage exchanges on the work and the achievements of the organization, to encourage the exchange of good practices and to improve the performances of all actors of the cocoa sector.

- **Facilitating exchanges between the ICCO and the focal points of the member countries**

The assessments of project participants' achievements and / or conferences, seminars, workshops and symposia, are operations requiring particularly effective communication, especially concerning the logistics aspects of data collection, classification of survey instruments, data capture and processing. The smooth running of these steps conditioning the accuracy and reliability of the results of all the work, the incumbent will have to propose ways to improve the internal and external communication.

COMPETENCIES

A successful candidate will be required to demonstrate the following competencies:

Communication, especially in social media,
Accountability,
Innovation,
Result focus,
Planning and Organizing,
Teamwork,
Knowledge sharing and continuous improvement.

REQUIRED QUALIFICATIONS

Education

- Bachelor degree in Communication, Media Studies, Journalism, Public Relations, Marketing, Advertising, Business Administration, or a related field.
- A Vocational Training certificate in combination with two (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

- Minimum four (4) years of progressively responsible and relevant experience in the field of Communication and Marketing.
- Experience acquired in a multicultural and multilingual environment.

Skills and competencies

- Excellent interpersonal skills,
- Ability of being proactive,
- Experience in relation with the Press and proven capacity of spokesperson to the Press
- Ability to build, maintain and enhance working relations with the different stakeholders
- Ability to multitask, meet strict deadlines and work in a pressured environment;
- Ability to "think out of the box" and to make innovative proposals related to communication;
- Proven ability to communicate and write in a clear and concise manner; and knowledge of marketing, advertising, public and Media relations principles
- Proven competency in the use of web-based media, social network (LinkedIn, Tweeter, Facebook... and standard Microsoft software (e.g. Word, Excel, Access, PowerPoint).

Languages

- Excellent knowledge of English or French and very good working knowledge of the other language.

DESIRABLE QUALIFICATIONS

Work Experience

- Good project management skills.
- Good knowledge of commodities, and especially cocoa.

Skills and competencies

- Knowledge of ICCO's programmes and approved priorities; familiarity with the work and general functioning of ICCO or other international development actors.

Languages

- Working knowledge of Spanish.

Assessment

Only applicants short-listed for written assessment and/or interview will be contacted.

Benefits and entitlements

ICCO's salaries are based on the United Nation salary Scale. They consist of a basic salary which reflects best prevailing conditions of employment in a particular duty station. Other benefits include: 30 days annual leave, pension plan and medical and life insurance.

The ICCO workforce consists of many diverse nationalities, cultures, languages and opinions. ICCO seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity. ICCO applies a zero-tolerance policy against all forms of harassment.

ICCO DOES NOT CHARGE ANY FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.