

## Soils Research Area Coordinator

The International Center for Tropical Agriculture (CIAT) – a member of the CGIAR Consortium – develops technologies, innovative methods, and new knowledge that better enable farmers, especially smallholders, to make agriculture competitive and profitable as well as sustainable and resilient. Headquartered near Cali, Colombia, CIAT conducts research for development in tropical regions of Latin America, Africa, and Asia. [www.ciat.cgiar.org](http://www.ciat.cgiar.org)

CGIAR is a global research partnership for a food secure future. Its science is carried out by the 15 research centers of the CGIAR Consortium in collaboration with hundreds of partner organizations. [www.cgiar.org](http://www.cgiar.org) The CGIAR has a portfolio of global research programs to implement a recently agreed strategy of research for development. Key areas within the strategy and the portfolio are farming systems intensification, reducing risk for vulnerable populations, and sustainable management of natural resources in landscapes to benefit the poor.

The Tropical Soil Biology and Fertility Institute (TSBF) joined CIAT in 2001, and since then has grown and evolved to become one of the three research areas of CIAT. Taking forward the original focus of TSBF, scientists at CIAT are working at the interface between agriculture and ecology to achieve durable food security, particularly in sub-Saharan Africa, but with a global agenda. CIAT's soils research is extremely well placed to contribute in the reformed CGIAR. To build up the momentum of this work, CIAT is recruiting new members for its soils research team.

We are seeking a **Coordinator** to provide close support to the Research Area Director and Scientists in the day to day management of the program and its various projects.

### Role and responsibilities

- Provide support to the Research Area Director in the day to day management of a 100 person strong research team.
- Provide leadership in enabling internal communications through information sharing meetings and intranet systems for managing project information.
- Support coordination of activities related to CRP's including organizing and facilitating workshops and external communications.
- Oversee processes for proposal writing and project report writing to ensure timely delivery to donors.
- Provide support in financial management within the Research Area.

**The candidate shall have the following competencies, skills and experience:**

- Masters in Agronomy, Natural Resources Management, and/or MBA with management skills to coordinate research and corporate services initiatives.
- Minimum of 5 years relevant experience.
- Well-versed in research processes.
- Capable of managing professional relationships, and working in a complex, intercultural and highly dynamic working environment.
- Excellent communication and writing skills in English and able to write clearly and concisely for a wide range of audiences, ability to communicate in Spanish a plus.
- Pragmatic in finding solutions, and demonstrate initiative in establishing systems and processes to enable the effective management of the program.
- Facilitation skills a plus.

**Terms of employment**

The position is nationally recruited, will be based at CIAT Offices in Nairobi, Kenya, and reports to the Soils Research Area Director, Deborah Bossio. The contract will be for a one-year period, subject to a probation period of three (3) months, renewable depending on performance and availability of resources. CIAT offers a multicultural, collegial research environment with competitive salary and excellent benefits; we believe that the diversity of their staff contributes to excellence.

**Applications**

Applicants are invited to send a cover letter illustrating their suitability for the above position against the listed qualifications, competencies, skills together with a detailed curriculum vitae, including names and addresses of three referees knowledgeable about the candidate's professional qualifications and work experience. All correspondence should be addressed to the CIAT Human Resources Office to Catalina Montoya ([c.m.ruiz@cgiar.org](mailto:c.m.ruiz@cgiar.org)) and Alice Kareri ([a.kareri@cgiar.org](mailto:a.kareri@cgiar.org)) and should clearly indicate "Soils Research Area Coordinator" on their application letters or email submissions.

All applicants will be acknowledged; only short listed candidates will be contacted.

**Closing date for applications: 15 June 2012**