



THE CTA BRUSSELS OFFICE IS RECRUITING VACANCY FOR A - TRAINEE (JUNIOR RESEARCH ASSISTANT)

What is the CTA? (<http://www.cta.int>)

The Technical Centre for Agricultural and Rural Cooperation (CTA) was established in 1983 under the Lomé Convention between the ACP (African, Caribbean and Pacific) Group of States and the European Union Member States. Since 2000, it has operated within the framework of the ACP-EC Cotonou Agreement. CTA's tasks are to develop and provide services that improve access to information for agricultural and rural development, and to strengthen the capacity of ACP countries to produce, acquire, exchange and utilise information in this area.

Who are the beneficiaries of CTA?

CTA services address stakeholders in the agricultural sector and in rural areas (researchers, policy-makers, farmers, NGO's, civil society groups, private sector...) in the 80 ACP countries. To this end CTA works with the major partner organisations (international, regional and national policy bodies and research institutions).

CTA headquarters are in Wageningen (the Netherlands) with an office in Brussels.

Role for the CTA Brussels office

- Liaising with the ACP and EU institutions, joint ACP-EU bodies, international organizations, NGO's and development groups based in Brussels and involved in the agricultural and rural development
- Following discussions and reporting on the relevant ACP-EU debates in the agricultural and rural sector (trade and development; fisheries; food security, climate change...)
- Providing information and support to the CTA headquarters

The successful candidate should:

1. Have an excellent knowledge of either English or French and the ability to work in the other language;
2. Possess a degree in one or more of the following fields: agriculture (any discipline), information/communications management, social sciences or related disciplines;
3. Be proficient in MS office (word, excel, power point) and have experience or strong interest in video capture and editing;
4. Have sense of initiative and team spirit as well as able to work without constant supervision;
5. Demonstrate knowledge or interest of development and/or agricultural issues and ACP/developing countries;
6. Be national of an EU or ACP country.

What are the tasks of the trainee?

See detailed terms of reference below.

Employment conditions

A one six month's renewable contract will be offered from 1st December 2016. Monthly allowance will vary according to experience and background.

Kindly send your applications preferably by e-mail to: boto@cta.int

For further information kindly contact:

Isolina Boto
CTA Brussels Office
39 rue Montoyer
1000 Brussels
Tel (02) 513 74 36
Fax (02) 511 38 68



TERMS OF REFERENCE

Trainee in Communication and Media

Brussels ACP-EU policy news

<http://brussels.cta.int>

<http://bruxelles.cta.int>

- Research of news in European and international media of interest to ACP agriculture and rural development priority topics and to ACP-EU relations
- Finding additional sources related to the news for further reading /reference
- Posting around 5-7 news items a day which will be sent on a weekly newsletter
- Updating the calendar of events
- Preparing a video/week (seen point 3 below)
- Promoting the material and content on various platforms

Regional agriculture and fisheries trade news

- Identifying 10-15 news items a week related to regional trade policy in ACP regions on agriculture and fisheries

South-South Cooperation news

- Identifying 10-15 news items a week related to cooperation between developing countries with ACP countries, or between ACP regions on agriculture, trade and development

Brussels Development Briefings Blog

<http://brusselsbriefings.net>

<http://bruxellesbriefings.net>

Ongoing activities (all in English and French)

- Research, writing and editing of introductory texts for the website according to current Briefing;
- Monitoring the quality of the online material and revising/updating periodically;
- Posting and reviewing comments (link with evaluations and feedback);
- Uploading documents, presentations, ppt.... ;
- Maintenance of the Brusselsbriefings Facebook-Group, the Brusselsbriefings Twitter account and the Newsletter-List for Brusselsbriefings Alerts;
- Dissemination and promotion of information and content ahead of the Briefing, including the link to the live webstream;
- Promotion of the Briefings through different calendars, direct emails to a list of ACP and EU contacts;

- Contact with Brussels-based journalists and handling of journalist participation in Briefing (if applicable);
- Monitoring online registrations for the Briefing and handling confirmations in cooperation with colleagues;
- Liaising with the video team recording the conference, technical questions, deadlines, putting online the video files;
- Live-tweeting during the Brussels Briefing;
- Taking and uploading photos from the meeting onto the Briefings Flickr page and dissemination;
- Preparing, initializing, conducting, editing, transcribing, translating and uploading 5-7 videos with the speakers at the Briefing;
- Writing the press release of the Briefing (for the first Briefing with support of colleagues) and dissemination to Brussels-based media and international development media;
- Work in cooperation with external media partners for the coverage of the Briefing;
- Monitoring of the impact of press relations, website and related communication tools;
- Overseeing temporary support staff (e.g. hostesses).

Priorities for 2016: Promotion activities

- Strengthening promotion through partners websites, Google professional platforms (LinkedIn), etc;
- Linking with partners for the promotion through their own channels;
- Developing promotional material;
- Identifying new distribution lists.

2. Regional Development Briefings Blog

<http://www.acpbriefings.net/>

<http://www.acpbriefings-fr.net/>

Ongoing activities

- Monitoring the quality of the online material
- Posting comments (link with evaluations and feedback)
- Uploading the documents, presentations, ppt....
- Taking and uploading photos from the meeting
- Making, editing and uploading Blips and videos
- Writing the stories of the meeting.

3. Video production and editing

<http://vimeo.com/ctavideo>

Ongoing activities

- Preparing, initializing, conducting, editing, transcribing, translating and uploading video interviews with speakers at conferences and events.
- Promotion of the videos through CTA Brussels communication channels (Weblog, Twitter, Briefing alerts if applicable).