



JOB VACANCY

Position : Technical Assistant (Communications) – Eastern Caribbean States

Objective of the Position: To provide technical assistance to the Delegations in Saint Lucia and the Eastern Caribbean States in the development, updating and implementation of a ECS Communications and visibility Strategy intended to showcase and promote the work of IICA in the ECS through the generation of communication products and materials, posts on social media and the profiling of the IICA delegations and team in the ECS.

Duties

Under the direction of the Representative in the Eastern Caribbean States:

1. Provide technical oversight and leadership in the development and annual updating of a communication, visibility and branding strategy for the Delegations in the ECS with clear goals, targets and performance indicators.
2. Develop and maintain electronic platforms and repositories for the storage of, and easy access to, information related to the activities and projects being undertaken in the Delegations in the ECS and use the information contained therein to develop various communication products for increased visibility of the work being undertaken by IICA in the ECS.
3. Manage the ECS social media platforms such as Instagram, Facebook, X and LinkedIn and work closely with the staff in the ECS Delegations to ensure regular posting of content, increased reach and exposure to targeted audiences and greater visibility of the work of the Institute in the ECS.
4. Assist in the design and production of digital and print content, including infographics, reports, posters, banners, brochures, promotional flyers for events and presentations.
5. Prepare and widely circulate to targeted audiences, communication materials such as social media posts, press releases, newsletters, updates on special projects/activities and a periodic “IICA ECS in Action” electronic bulletin.
6. Track and measure the effectiveness of communication campaigns.
7. Maintain an organized database of media contacts and foster strong relationships with media outlets, government information agencies, Ministry of Agriculture Communication/Information Units and communication personnel in partner agencies and collaborators.
8. Work closely with the communications unit at IICA Headquarters to ensure that IICA website country pages are up to date, ECS activities are included in the IICA repository and on the Agriperfiles and other platforms, and that stories and press releases on key events in the ECS are given high visibility in the Institute.
9. Support the Delegations in Saint Lucia and the ECS in the management of the Information Technology and communication systems.
10. Perform any other duties as may be assigned by the ECS Representative.

<p>Qualifications Diploma in Communications, Journalism, Information Technology or Office Administration desirable. Qualifications and/or experience in the agricultural sector would be an asset.</p>	<p>Areas of Specialization</p> <ul style="list-style-type: none"> • Clear and concise writing and reporting skills. • Communicate effectively with local, regional and international staff and the public. • Good knowledge of Microsoft applications. • Excellent work ethics, attitude and commitment. • Working knowledge of Spanish would be an asset but not a requirement.
<p>Experience Minimum of 5-9 years' experience in a communications position.</p>	
<p>Remuneration Salary commensurate with qualifications and experience.</p>	
<p>Application with Curriculum Vitae, proof of qualifications, picture ID, and the names and contact information of two (2) references should be sent to:</p> <p style="text-align: center;">The Representative, IICA Delegation in Saint Lucia, via email: iica.lc@iica.int</p> <p style="text-align: center;">Deadline Date: May 30, 2025</p> <p style="text-align: center;">NOTE: Only short-listed applicants will be acknowledged.</p>	