

## VACANCY ACCOUNCEMENT

### SPIA Communications Consultant

#### Background

The [Standing Panel on Impact Assessment \(SPIA\)](#) is an external, impartial panel of experts in impact assessment appointed by the System Council and accountable to it. SPIA is responsible for providing rigorous, evidence-based, and independent strategic advice to the broader CGIAR System on efficient and effective impact assessment methods and practices, including those measuring impacts beyond contributions to science and economic performance, and on innovative ways to improve knowledge and capacity on how research contributes to development outcomes. SPIA has a [mandate](#) to expand and deepen evidence of impact of CGIAR research investments, and support CGIAR's strong commitment to embed a culture of impact assessment.

#### Role

We seek a highly skilled and motivated individual to join us as a **part-time/full-time Communications Consultant (remote)**. This is an 11-month position with the possibility of renewal, subject to the availability of funds. The Consultant will ideally start between mid-late October 2025, and will report to the Senior Officer, [Use of Evidence](#) at SPIA.

#### Key Responsibilities

The Communications Consultant is responsible for executing and refining communications strategies that amplify the impact of SPIA's research and outreach. The consultant will lead content development, events and webinars coordination, social media engagement, and visual storytelling to ensure that evidence-based insights reach diverse global audiences.

##### 1. Communications Execution & Strategy

- Co-develop and implement a SPIA communication and social media strategy across platforms including LinkedIn, X, Threads, Mailchimp, and Drupal/WordPress website.
- Draft, schedule, and publish social media content, ensuring engaging yet accurate captions and visuals.
- Maintain content calendars and publications trackers aligned with SPIA's priorities.
- Monitor engagement metrics and analytics to refine outreach tactics.
- Work with the Senior Officer to ensure the timely dissemination of a monthly SPIA newsletter.

## **2. (Virtual and In-person) Events Coordination**

- Organize virtual events such as webinars, online meetings, and side events.
- Prepare invitations, registration forms, participant lists, and post-event summaries.
- Support speaker preparation by designing slide decks and compiling pre-read materials.

## **3. Visual Communications & SPIA Branding Oversight**

- Oversee the design and review of graphic materials and SPIA templates including reports, infographics, banners, briefs, and social media cards using Canva.
- Ensure all visual products adhere to SPIA branding guidelines.
- Co-create visual summaries of evidence products.

## **4. Knowledge Products Development**

- Format documents using SPIA templates.
- Copy-edit and proofread documents under the publication process.
- Assist in summarizing briefs, technical notes, and any other knowledge materials to produce summaries for broader audiences.
- Coordinate any peer reviews with internal teams and external partners.

## **5. Internal Coordination & Website Maintenance**

- Join weekly or bi-weekly meetings with communications focal points across teams.
- Manage Asana projects related to communications, events and social media.
- Lead maintenance of SPIA website and make periodic updates to the team bios, landing pages and publications pages.
- Manage document uploads, permissions, and file organization on platforms including CG Space and SPIA website.
- Contribute to internal guidelines for meetings, research coordination, and other forms of stakeholder engagement.

## **Requirements**

- Minimum of 2-3 years of relevant experience in communications within international organizations or NGOs, ideally with prior exposure to Development/Agricultural Economics-related themes or institutions.
- Bachelor's degree in communications, journalism, public relations, or a related field, with an interest in agricultural research and/or science communication.

- Precision and editorial rigor, with a keen eye for spotting inconsistencies or errors in text, visuals, and layout—ensuring clarity, accuracy, and brand alignment in all deliverables.
- Excellent written communication skills in English (native-level fluency strongly preferred).
- Proficient in using Word, PowerPoint, Excel, Teams, SharePoint and Dropbox. Ability to use (or willing to quickly learn) Canva, Mailchimp, Drupal/WordPress websites, Flickr, Google Analytics etc.
- Social-media savvy with creative ideas to improve online engagement and ability to write engaging posts.
- Demonstrated ability to engage with a broad range of stakeholders and partners from various cultural and educational backgrounds.
- Ability to work with minimal supervision.
- Ability to juggle multiple weekly/ongoing tasks.

The Consultant can work from any location but should be flexible in engaging with a diverse, global team operating across time zones.

### What We Can Offer

We provide a supportive and flexible work environment that values your well-being, professional growth, and long-term development. Beyond day-to-day responsibilities, we actively seek to align your work with your interests and career goals. Whether you're looking to deepen your expertise or explore new areas, we'll work with you to shape a path that is both professionally fulfilling and impactful.

To learn more about SPIA, see here: <https://iaes.cgiar.org/spia>

### Next Steps

Please submit your CV and cover letter to [spia@cgiar.org](mailto:spia@cgiar.org)

If you have any questions about the position or the application process, don't hesitate to reach out at [s.ramachandran@cgiar.org](mailto:s.ramachandran@cgiar.org)

**Deadline for Applications: 01 October 2025 (midnight, CET)**