

Job openings at the WAVE Regional Center of Excellence for transboundary plant pathogens

The WAVE Regional Center of Excellence is a scientific and technical platform that aims to increase food production in Central and West Africa, in a sustainable manner, by developing effective methods for the control and management of transboundary plant pathogens, as well as preventing the incursion of exotic plant diseases into new areas. Our multinational team works from 14 Central and West African countries (Benin, Burkina Faso, Cameroon, Central African Republic, Congo Brazzaville, Côte d'Ivoire, DRC, Gabon, Ghana, Guinea, Liberia, Nigeria, Sierra Leone, and Togo). WAVE is seeking skilled and experienced persons to join our multinational team in the positions outlined below. Although you will be located primarily at the Headquarters in Abidjan, you will be supporting our teams in the various countries. Ours is a vibrant workplace with diverse culture.

IT Assistant

Under the supervision of the Information Technology (IT) Manager, the IT Assistant will be responsible for the development and management of WAVE's application tools and user support.

Activities

- Administer the WAVE website and keep it up to date
- Maintain computer hardware
- Administer and optimize the information and database management system
- Design computer programs adapted to WAVE's activities
- Diagnose and troubleshoot (remotely or in person) computer malfunctions
- Train users in office automation/application tools
- Carry out any other tasks deemed necessary by the hierarchy in order to achieve set objectives.

Profile required

- Bachelor's degree in Computer Science or Software Engineering with at least 5 years' experience in an application development and technical support environment
- Ability to lead an innovative application development project for rural development from start to finish
- Proficiency in the use of current CMS, in particular Wordpress, Drupal
- Proficiency in front-end (HTML, CSS, JavaScript, Angular, React, VueJs) and back-end (PHP-Laravel, Symphony, Python and ASP.net)
- Mastery of MySQL, PostgreSQL and MongoDB database management systems

Communication Assistant

Job description

Under the supervision of the Director of Communications & Public Relations in charge of Partnerships and Resource Mobilization, the Communications Assistant will be responsible for the material production and implementation of communications actions and events, and for contributing to the drafting and layout of communications media, in collaboration with internal and external partners.

Mission

- Actively participate in the design, writing and production of a variety of communication media;
- Actively participate in the organization of institutional events on behalf of the institution;
- Contribute to the development of media plans and the management of press relations.

Activities

- Production of communication materials
- Write and design various communications materials (posters, brochures, newsletters, leaflets, press kits, activity reports, PowerPoint presentations, etc.);
- Take photos at WAVE-related events for use in communications;
- Ensure compliance with the graphic charter in all WAVE entities;
- Monitor the design of communication media by service providers and ensure their compliance with WAVE's graphic charter and quality requirements (kakemonos, T-shirts, pens, banners, etc.).

Animation of social network pages

- Improve WAVE's visibility on the internet by animating the various pages on social networks (Facebook, Instagram, Twitter) and updating the website (content writing, visual design).

Press relations

- Organize press coverage of major WAVE events (drafting and sending press releases to editorial offices, writing press kits, contacting journalists, etc.);
- Respond to media requests (interviews, reports, etc.);
- Establish a reliable press database.

Corporate events

- Participate in the material and logistical organization of various WAVE events (ceremonies, seminars, conferences, annual meetings, open days, etc.);
- Take photographs during events;
- Update a database of service providers and partners.

Carry out any other tasks deemed necessary by the hierarchy in order to achieve set objectives.

Education:

- Level of training: Minimum BAC +2
- Diploma : Minimum BTS in Communication - Bachelor's degree in Communication
- Field: Communication - Marketing

Know-how

- Proven writing skills
- Perfectly bilingual (French and English)
- Perfect command of office automation tools
- Proficiency in DTP (desktop publishing) software such as InDesign or Illustrator
- Good written and oral expression

Personal skills

- Methodical and rigorous
- Honest and available
- Spirit of initiative, anticipation and analysis, able to work under pressure
- Dynamic and autonomous
- Ability to listen
- Good interpersonal skills, enabling you to work as part of a team
- Keen curiosity about industry trends

Executive Assistant

Reporting directly to WAVE's Executive Director, the incumbent will be at the heart of the organization's strategic projects. Acting mainly as an interface between the Executive Director (ED) and his main internal and external contacts, the incumbent will assist in the day-to-day management of the ED's activities on the one hand, and in the coordination and monitoring of the Institution's various projects and deliverables on the other, so as to achieve WAVE's strategic objectives.

Main responsibilities

Administrative support to the Executive Director

- Manage the agenda and organize meetings for the Executive Director, according to his priorities and availability
- Act as main point of contact, answering incoming calls and e-mails under the ED's directive
- Organize and plan the ED's trips
- Perform a wide variety of tasks such as drafting, designing and producing complex documents, presentations, reports, agendas, minutes; preparing correspondence, processing paper and electronic mail within the scope of intervention, etc
- Monitor project deadlines with the various Directors and/or project managers
- Ensure coordination and create a solid and transparent communication gateway with all departments and services/Hubs involved in the execution of WAVE activities and related projects.
- Develop and follow up on dashboards, analysis reports and any other documentation deemed relevant
- Identify, anticipate and report risks and problems encountered to the ED
- Carry out any other tasks deemed necessary by the hierarchy to achieve the objectives set

Profile required

- Perfectly bilingual (French and English)
- At least 4 years' higher education in management/administration, communications, or any other relevant discipline
- At least five (5) years' experience in a similar position in permanent direct support of a member of senior management, and capable of understanding organizational processes and anticipating the needs of the position
- Proven project management skills and assistantship experience are considered significant assets in the position
- Skills in new presentation techniques and technological developments (cloud applications, mobile applications, CMS, tools for minute taking, videoconferencing)
- Excellent computer skills in MS Office (Word, Excel, PowerPoint, Outlook)
- Analytical, methodical and problem-solving organizer with a positive attitude
- Excellent communicator: both written and oral, verbal and non-verbal
- Discretion, empathy and diplomacy
- Versatile, stress-resistant and flexible, able to distinguish between priorities and secondary tasks

Business Intelligence Analyst/Data Officer

As a Business Intelligence Analyst/Data Officer, you will focus on supporting with the design, implementation, and management of WAVE's data architecture, ensuring the availability, integrity, sharing, and security of our data assets. The incumbent should have the following:

- Experience with Cloud native data services including, but not limited to, AWS Redshift, AWS S3, AWS EMR, Tableau, Alation, and Pentaho
- Experience implementing solutions using Star/Snowflake schemas Data Warehousing, Data Lake, and Data Mesh technologies
- Experience translating various requirements into technical specifications, including data access patterns, data streams, integrations, transformations, databases, and data warehouses
- Experience in developing proof of concepts and work with limited direction

Requirements

- BSc or MSc degree in computer science, information systems, or a related field
- A minimum of five years of experience in data strategy, planning and implementation of data architecture, data modeling and design, data integration, data security, data sharing, data visualization, data quality and governance of diverse data types
- Proven experience as a Data Officer, with a strong understanding of data modeling and database design principles
- Proficiency in and experience in the following:
 - Data Science & programming: Python, R, SQL, SAS, Java or similar
 - Data Visualization & Reporting: Tableau, Power BI, Qlik or similar
 - Data Manipulation & Analytics: Alteryx, KNIME, RapidMiner or similar
 - Data Warehousing: SQL Server, Snowflake, Azure, AWS Redshift, Google Big Query, SAP or similar
 - Data Integration: Databricks, Talend, SSIS, Pentaho, Informatica or similar
- Experience using AI/ML for data-driven decision making
- Knowledgeable in advanced data analysis techniques
- Active Data Architect/Data Analytics certification

Disease Modeler

Specific duties:

- Contribute to the development of analytical (mathematical and economic) models for crop disease monitoring, early warning and forecasting, and management strategies
- Design relevant epidemiological and economic data collection studies that will inform models
- Development and support for data collection tools via mobile devices
- Integration of data from multiple sources, e.g. disease surveys, crowd-sourcing tools, diagnostics data, remote sensing and geospatial data
- Database management and development of information products related to disease early warning and forecasting
- Provide technical support and capacity building for WAVE country teams and national partners
- Maintain appropriate collaborations with the WAVE Country Directors, key stakeholders, international partners and key funders
- Present results to key partners, funders and decision makers in order to guide future plant disease monitoring and management policy
- Provide support to the development of project proposals and reports
- Produce peer-reviewed research articles
- Carry out any other tasks deemed necessary by the hierarchy in order to achieve set objectives

Requirements

- MSc or PhD in Disease Epidemiology, Data Science or a quantitatively oriented science
- Relevant experience in mathematical modelling, health economics, epidemiology, statistics or another relevant discipline with a strong quantitative component
- Competency in programming e.g., R and/or Python
- Strong understanding of database architecture, statistics, data visualization, etc.
- Expertise in working with large data sets and the ability to integrate and interpret multi-thematic data
- Experience and/or knowledge of crop diseases and epidemiology is highly desirable

Plant Pathologist

WAVE is seeking to recruit a plant pathologist who will lead and provide technical support in planning and/or designing WAVE mycology and bacteriology related studies and projects. She/he will be responsible for overseeing the conduct of plant pathology activities in the laboratory, greenhouse, growth chambers and field.

The incumbent will be responsible for

- Planning, designing, conducting, monitoring and evaluating WAVE's mycology and bacteriology research projects and trials in controlled environments, laboratory, greenhouse, and field
- Implementing diagnostics of fungal and bacterial diseases of WAVE interest crops
- Interpreting test results and comparing with determined standards and limits
- Analyzing resulting data and generation of summaries and reports
- Researching, implementing, standardizing, and evaluating new procedures
- Organizing pathology inventory, laboratory supplies, chemicals
- Keeping records of laboratory and greenhouse activities
- Supporting WAVE's phytosanitary activities
- Carry out any other tasks deemed necessary by the hierarchy in order to achieve set objectives

Qualifications and requirements

- MSc/PhD in Plant Pathology with at least five years of laboratory and field experience
- Proficient in laboratory testing and plant disease assay development
- Experience with disease phenotyping and disease evaluation
- Experience with plant care and propagations
- Experience in plant pathogen culture maintenance and propagation
- Experience in plant and pathogen nucleic acid extractions, PCR set up and sequence analysis
- Knowledge of biological safety containment
- A strong team player who can work well with others and support the goals of WAVE

Competencies

- Familiarity with Microsoft Office (Outlook, Word, Excel, PowerPoint) and electronic databases
- Ability to work in laboratory, greenhouse, growth chambers and field environment
- Some local/international travel may be required to assist with field activities

Director of Partnerships and Resource Mobilization

Key responsibilities

Lead WAVE's Partnerships Portfolio

- Develop a comprehensive partnership strategy that aligns with WAVE's vision and mission. Identify potential partners and collaborations
- Lead the implementation of WAVE institutional partnership strategy in line with WAVE's needs and ensure that it is integrated into the Hubs
- Ensure stakeholder management by building and maintaining relationships with all existing and potential partners
- Identify and cultivate partnerships, alliances, and collaborations that contribute to WAVE's impact
- Negotiate and secure partnership agreements, MOUs, and contracts in alignment with WAVE's objectives
- Ensure that the WAVE Management is informed of all challenges and risks related to current and potential funding opportunities, including grants and contracts
- Prepare regular reports for the ED and the WAVE Management team
- Represent the WAVE as a spokesperson at global, regional, and local platforms
- Carry out any other tasks deemed necessary by the hierarchy in order to achieve set objectives

Lead WAVE's Resource Mobilisation

- Identify opportunities for funding at local, national, regional and international levels by mapping key donors and identifying funding trends and implications for WAVE in order to bid on calls for projects
- Develop and support WAVE in mobilizing resources from funders, understanding their priorities and areas of interest and adapting content and approaches of resource mobilization activities to their requirements
- Prepare and implement WAVE's resource mobilization strategy to determine key functions and assess the required capacity to best position WAVE to deliver on its mandate
- Lead preparation of funding proposals and related pitch documents for application of external funding
- Provide advice and support to the Executive Director and to the Senior Directors on securing external funding in a proactive manner
- Proactively engage with donors (public, private, and non-profit) to secure funds for the WAVE's programs, projects, and activities
- Carry out any other tasks deemed necessary by the hierarchy in order to achieve set objectives

Director of Communication & Public Relations

Reporting to the Executive Director, the Communication Director will

- Establish and lead a multi-channel communication strategy
- Develop WAVE's brand awareness and maintain brand integrity across all platforms and WAVE Hubs
- Lead the development of digital, video, audio and print content, as well as WAVE's online content including but not limited to WAVE website content, newsletter, social networks, corporate films, awareness campaigns, impact stories, radio spots, corporate brochures, educational flyers, annual reports, etc.
- Manage media relations (press database updates, press briefings, targeted interviews, press group integration, etc.)
- Plan and organize WAVE conferences, seminars, field days, open days and team building events
- Design events that amplify the brand's visibility, vision and strategy, as well as partner relationships
- Develop and implement an institutional communication strategy in line with WAVE's needs and ensure that it is integrated into the Hubs
- In synergy with the Director of Partnerships and Resource Mobilization, develop and maintain good relations with the public and WAVE partners by ensuring regular communication, information sharing and activity reports
- Carry out any other tasks deemed necessary by the hierarchy in order to achieve set objectives

Qualifications and requirements for Director of Partnerships & Resource Mobilization and Director of Communication & Public Relation

- MSc in public or business administration, international relations, law, communications or social science
- At least ten years of experience at the national and/or international level(s) in policy, strategic communications, external relations, resource mobilization and partnerships development and implementation

The following skills and attitudes will be required for all the listed positions.

- Perfectly bilingual (French and English)
- Ability to work independently, as well as collaboratively as part of a team, and proven ability to meet deadlines
- Evidence of excellent interpersonal skills, including the ability to communicate effectively both orally and in writing
- Evidence of good organizational skills, including effective time management
- Strong project management skills
- Ability to manage complex projects
- Excellent organizational skills including strong interpersonal skills
- Detail oriented with the ability to multi-task efficiently
- Sense of initiative

N.B.: these jobs require geographical mobility, mainly within West and Central Africa.

Job information

- Duration: 1 year renewable
- Location: Bingerville, Abidjan, Côte d'Ivoire

If your skills and experience match the profile we are looking for, please send your CV with a cover letter (including your salary expectations) to the email below, specifying the job title in the subject line.

Email : recrutement@wave-center.org

Deadline for receipt of applications: 24/05/2024

NB : Only selected candidates will be contacted.

Female candidates are strongly encouraged to apply.