



partageons les connaissances au profit des communautés rurales
sharing knowledge, improving rural livelihoods

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 79 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, impact of HIV/AIDS on agriculture, energy...)
- Providing information and support to the CTA headquarters

What are the tasks of the trainee?

In close collaboration with the headquarters and under the supervision of the head of office, the assistant will provide support in the following areas:

Administrative support

- Attending phone calls when head of office is absent or on mission
- Filing and archiving administrative and technical dossiers
- Linking with professional agencies for translation of documents
- Assisting in the organisation of meetings and PR activities
- Liaising with the operational departments of CTA headquarters.

Liaison and technical support

- Assisting in the information search and support (including internet) primarily but not exclusively in the following areas: production and market access for ACP commodities, fisheries, poverty-related diseases, natural disaster, HIV-AIDS impact on agriculture, energy.
- Support ad hoc to specific programmes that the ACP-EU institutions might develop and of interest to our ACP partners.
- Information support in the area of information and communication technologies.

Dissemination of information support

- Support to the update of the weblog on news and events (<http://brussels.cta.int>)
The office produces a weblog in French and English to share the relevant information produced by the ACP-EU Brussels-based groups of interest to our ACP partners in countries in the areas of information and communication for agricultural and rural development. The weblog is produced in French and English and contains (i) a daily updated “*News*” section which includes information of interest to our ACP audience in the context of the agricultural and rural sector in Brussels; (ii)- a calendar of the main ACP-EU events; (iii) a weekly bulletin in French and English.

The successful candidate should:

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

Employment conditions

A one six month’s renewable contract will be offered from 1st March 2006. Monthly allowance will vary according to experience and background.

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

For further information kindly contact:

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