



TERMS OF REFERENCE

COMMUNICATIONS OFFICER – Integrating Water, Land and Ecosystems Project (IWEco)

DUTIES AND RESPONSIBILITIES

The Communications Officer will work under the direct supervision of HOD EHSD, CARPHA in coordination with the Knowledge Management and Communications Specialist, based in Jamaica, and the Communications Unit at CARPHA to undertake the following responsibilities: -

- Rolling out the relevant aspects of the internal communications strategy in support of project objectives, developed by the PCU;
- Contributing to, and assisting with the implementation of the external communications strategy in support of project objectives;
- Preparation of Terms of Reference for procurement of relevant services as required;
- Assisting the Regional Project Coordinator and the Executing Agency in the selection of consultants for undertaking the proposed work;
- Contributing to the design of regional level communications strategies;
- Ensuring the implementation of the communications strategy;
- Supervising execution of work by consultants and ensuring that deadlines are met;
- Drafting and production of media releases, brochures, media kits and other product and resource materials, including supervision of their distribution;
- Ensure or enhance the quality, consistency and appropriateness of regional communication materials, activities, processes and messages;
- Providing summary reports on progress of technical activities at the national level;
- Presenting work activities and results to stakeholders and other interested parties;
- Preparation of material for the project web site and coordination of outreach activities through social media;
- Development, facilitation and monitoring of a Community of Practice from early stages of the project implementation;
- Identify opportunities to strengthen the capacity of partners through appropriate advocacy and communication training, access to information, supplies and equipment and through knowledge sharing;
- Assessing the effectiveness of communications programmes and activities through appropriate surveys and feedback mechanisms;
- In consultation with the Project Coordination Unit, planning, design and implementation of the learning and knowledge sharing aspects of the Project;
- Prepare documentation of experiences and lessons learned under the project for the regional level activities;

- Work proactively with the PCU to identify opportunities for capturing and sharing knowledge, and disseminating information about major progress, results and lessons learned.
- Contribute to communications activities for broader work programmes of the Environmental Health and Sustainable Development Departments for complementary projects and activities that contribute to the overall objective of the IWECO Project.
- Prepare content and maintain webpage for regional activities;

Competencies

Professionalism: Good knowledge of coastal and marine issues in the Wider Caribbean. Knowledge of internal policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting. Understanding of the functions and organization of the work unit and of the organizational structure and respective roles of related units. Ability to identify and resolve a range of issues/problems and to work well with figures, undertake basic research and gather information from standard sources. Demonstrated ability to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Team work: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently

Education

- Advanced University degree or equivalent qualification in communications, journalism, public relations, social sciences, international relations, or a related field.
- A first-level university degree in combination with at least 3 additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

- A minimum of 7 years of progressively responsible experience in knowledge management and communications or related area.
- Demonstrated regional or international experience in working on environmental projects.
- Experience with GEF funded projects will be an asset.
- Training in environmental management and/or marine environmental management is an asset.

Language Competency

- The candidate must be fluent and competent in English.
- Working knowledge of a second language is an asset.