**ICIMOD Vacancy Announcement: Communication Consultant -Chinese native speaker**

**Terms of Reference**

**Title:**Communication Consultant (one year assignment)

**Division:**Knowledge Management and Communication

**Background**

The [International Centre for Integrated Mountain Development (ICIMOD)](http://www.icimod.org/?q=abt&page=abt) is a regional intergovernmental learning and knowledge sharing centre serving the eight regional member countries of the [Hindu Kush Himalayan (HKH) region](http://www.icimod.org/?q=1137) – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. Our aim is to influence policy and practices to meet environmental and livelihood challenges emerging in the HKH region. To do this we bring together researchers, practitioners, and policy makers from the region and around the globe to generate and share knowledge, support evidence-based decision making, and encourage regional collaboration. ICIMOD delivers impact through its six [Regional Programmes](http://www.icimod.org/?q=9117) of Adaptation to Change, Transboundary Landscapes, River Basins, Cryosphere and Atmosphere, Mountain Environment Regional Information System, and Himalayan University Consortium (emerging). These regional programmes are supported by the four [Thematic Areas](http://www.icimod.org/?q=9119) of Livelihoods, Ecosystem Services, Water and Air, and Geospatial Solutions and underpinned by Knowledge Management and Communication. ICIMOD seeks to reduce poverty and vulnerability and improve the lives and livelihoods of mountain women and men, now and for the future.

The [Himalayan Climate Change Adaptation Programme (HICAP)](http://www.icimod.org/hicap/?q=4779)is a five-year applied and basic  research programme contributing to enhanced resilience of mountain communities, particularly women, through improved understanding of vulnerabilities, opportunities, and potentials for adaptation and the development of strategies and policies based on scientific and evidence-based knowledge in the HKH region. HICAP aims at reducing the uncertainties of the impacts of climate change, developing knowledge and enhancing capacities and making concrete and actionable proposals for strategies and policies for adaptation.

The Communication Officer will work with the Communication and Outreach component within HICAP. This will include working with ICIMOD staff in the development of the HICAP website in Chinese, databases, literature search, reference work, and use of HIMALDOC – ICIMOD’s online document repository.

**Responsibilities and tasks**

* Spearhead the scoping mission on communication practices in China for HICAP to recommend communication modes to achieve impact
* Work with the Communication team and China focal point at ICIMOD in developing an inset in Chinese for the ICIMOD/HICAP Quarterly newsletter
* Work closely with Human Resources Development and HICAP PMU to organize Chinese interaction and language session(s) at ICIMOD
* Lead the translation work and summary of key Chinese literature into English and vice versa in consultation with HICAP PMU
* Solicit/contribute news and events specific to HICAP from Chinese partner institutions for the HICAP website and database (workshops organized/attended; publications, etc.)
* Work closely with Knowledge Management and Communication team in developing an information page on ICIMOD’s website in Chinese.
* Research and harvest reliable resources – information, data, and knowledge on climate change and adaptation – from open-access repositories in China
* Ensure quality assurance of annotated bibliography work commissioned by different components within HICAP and their availability through HIMALDOC
* Help strengthen the media database at ICIMOD and news dissemination with a particular emphasis on Chinese media agencies
* Support the HICAP PMU as and when required

**Minimum Qualifications**

* Native Chinese Speaker
* Graduate degree in Journalism, Information Management/Science, Development Communication, Knowledge Management, or related field with extensive experience in information, behavioral, and/or communications sciences
* A minimum of two years of experience in a related field, as well as experience with a recognized national or international organization.

**Competencies**

* **Communication skills:**Good written and oral English communication skills; ability to interact with a wide variety of people and maintain friendly, professional manner; native Chinese speaker.
* **Innovation:** Ability to easily adapt to changing technologies and constantly explore and learn new technologies, techniques, and protocols.
* **Social/team competency:**Ability to work smoothly and effectively with others in the team to establish constructive ideas or solutions that meet organizational objectives; comfortable in multicultural settings.
* **Impact and results orientation:**Proactive approach for smooth organization of internal processes; work independently with strong sense of initiative, discipline, and self-motivation.

**Duration**

12 months, starting as soon as possible.

**Remuneration**

Monthly fee will be based on qualification and experience, according to ICIMOD rules and regulations.

**Gender and Equity Policy**

Qualified and eligible women candidates and those from disadvantaged backgrounds are highly encouraged to apply. ICIMOD implements a gender fair policy and is supportive of working women. It operates a Day-Care Centre at the campus and is committed to gender mainstreaming at the organisational and programmatic levels.

**Method of application**

Applicants are requested to apply online before **14 April 2014** through [ICIMOD's Online Application System](http://www.icimod.org/cvmgmt).

Only shortlisted candidates will be notified.