**ICIMOD Vacancy Announcement: Communication Officer – Project staff**

### Terms of Reference

**Title:**Communication Officer - Project staff (two positions)

**Division:**Knowledge Management and Communications

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#### Background

The [International Centre for Integrated Mountain Development (ICIMOD)](http://icimod.us10.list-manage2.com/track/click?u=3a534d9cefa275a13e577ad8f&id=4bda449a9e&e=89fea12e1a) is a regional intergovernmental learning and knowledge sharing centre serving the eight regional member countries of the [Hindu Kush Himalayan (HKH) region](http://icimod.us10.list-manage1.com/track/click?u=3a534d9cefa275a13e577ad8f&id=461d6e36cc&e=89fea12e1a)– 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 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 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.

[Knowledge Management and Communications](http://icimod.us10.list-manage.com/track/click?u=3a534d9cefa275a13e577ad8f&id=6d32fcbde9&e=89fea12e1a)supports the organization through preparation and distribution of technical publications and information materials, media-related activities, outreach events, content development, and maintenance of the internal and external websites, all in line with the ICIMOD branding policy.

**Responsibilities and tasks**

The Communication Officer will be responsible for the following tasks:

* Support communications planning in programmes, initiatives, and other ICIMOD activities, especially through advice on written (printed and electronic) communications related to the work and outputs of programmes and initiatives.
* Plan and design strategies for communication and outreach for Programmes and Initiatives within the framework of Centre-wide Knowledge Management and Communications Strategy.
* Identify the communications/KM need of the Programmes and Initiatives and suggest appropriate KM and communications tools/services.
* Draft press releases, advisories, factsheets, newsletters, press/media kits, and news stories to inform media, key partners, and the general public about programmes and initiatives; results and successes, and other achievements.
* Develop and maintain close working relations with the RMC based Knowledge Partners to help position Initiatives and Partners in the local media.
* Provide advice to technical teams on communications plans and media outreach on national-level roll-out of global campaigns and/or launching of flagship and other publications and products.
* Facilitate knowledge sharing with staff at ICIMOD and partners providing a steady flow of news and stories for website/publications, keeping them aware of communication initiatives undertaken in the Hindu Kush Himalayan region.
* Provide relevant inputs and information to keep ICIMOD’s website up to date.
* Perform other related duties as required and as may be requested by the KMC senior manager.
* Assist ICIMOD with all communication efforts, including the adaptation of style or format to ensure that messages achieve maximum impact.
* Advise programme staff on appropriate communication strategies.
* Contribute to knowledge generation and knowledge management at the Centre through the establishment of networks and advisory groups, providing support to publications of diverse types, and contributing content for use on websites and electronic sharing, in short films and multimedia products, and on radio, among others communication outlets.

#### Minimum Qualifications

* Graduate degree in Journalism, Information Management/Science, Development Communication, Knowledge Management, or related field with extensive experience in information, behavioural, and/or communications sciences
* 8 years of work experience in the field of communications as a communications specialist or journalist
* Sound knowledge of communication strategies, knowledge management tools, and information technology, including the principles and application of ICT in research and development.

#### Competencies

* **Management/coordination:**Experience managing and working with multidisciplinary teams, particularly with international/regional agencies
* **Communication and outreach:**Ability to effectively present, discuss, convince and influence different levels and target groups with tailored messages
* **Networking:** A good network and knowledge of the media in the region; the ability to identify relevant partners and maintain existing linkages
* **Impact and results orientation:**Proactive approach within and outside the organization to generate concrete results on an output level and to seek opportunities to transform output to outcome and impact
* **Social/team skills:** Ability to work effectively and smoothly across teams with intercultural sensitivity and contribute to establishing commitment among group members
* **Flexibility/innovation:** Displays a continuous learning attitude; stays abreast with changing approaches and technologies; encourages others to come up with new ideas; actively supports a continuous learning culture
* **Computer and internet literacy:** Experience with word processing software, web technologies, publishing software, spreadsheets, geographic information systems, and website management and use of and participation in list-serves or electronic conferences
* **Language skills:** Demonstrated ability to speak and write professionally, fluently, and grammatically correct in English; knowledge of other regional languages highly desirable

#### Duration

These are two project positions, linked to two Initiatives (Cryosphere and Kailash Initiatives) till end October 2017, of which the first six months are probation

#### Starting Date

As soon as possible

#### Remuneration

Salaries and benefits of ICIMOD are competitive compared to other regional organizations; remuneration is commensurate with experience and qualifications.

#### 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 October 2015** through [ICIMOD's online application system](http://icimod.us10.list-manage.com/track/click?u=3a534d9cefa275a13e577ad8f&id=108cfd1682&e=89fea12e1a). Only shortlisted candidates will be notified.