



INSTITUTE FOR CLIMATE AND SUSTAINABLE CITIES

FOR IMMEDIATE HIRING

- **(1) WEB DEVELOPER**
- **(1) CONTENT MANAGER (Web and SocMed)**
- **(1) GRAPHIC DESIGNER**

The Institute for Climate and Sustainable Cities (ICSC) is a climate policy group based in the Philippines, working locally, nationally and internationally to promote climate resilience and low carbon development.

ICSC manages GCFWatch, a Southern CSO-led initiative established to help promote and accelerate Southern CSO readiness to engage the Green Climate Fund as its operations shift to national arenas, in all the multi-faceted roles taken up by civil society, e.g. as project or und stakeholders, Fund or project and program monitors, participants considering to access the fund, or as providers of input to project planning, implementation or evaluation.

ICSC is seeking applicants for the following positions, in relation to its management of the [GCFWatch website](#): web developer, content manager, and graphic designer. The positions mentioned are output-based consultancies, which will be implemented **for six months (September 15, 2020- March 15, 2021)**.

TERMS OF REFERENCE

I. 1 Web Developer

- Key responsibilities
 - a. Provide overall technical regular updates, backups and maintenance of the website
 - b. Provide technical solutions and/or recommendations based on users' needs.
 - c. Provide technical support in the content population of the website.
 - d. Update the Client any technical issues with the websites such as but not limited to expiring subscriptions, security breaches, maintenance interruptions, necessary updates, among others.
 - e. Ensure all-around consistency of outputs (style, fonts, images and tone)

- Key qualifications
 - a. At least a Bachelor's degree in related fields (Computer Science, Web Development, etc)
 - b. At least 3 to 5 years work of knowledge and experience in programming applications and web development
 - c. Comprehensive knowledge in web programming, CMS-based platforms (Wordpress), front-end and backend development

II. 1 Content Manager (Web and SocMed)

- Key responsibilities
 - a. Research on GCF-related content, to be populated on the GCFWatch website
 - b. Write knowledge products and articles in relation to GCF and related topics.
 - c. Proofread and edit posts and articles before publication
 - d. Submit work to editors for input and approval
 - e. Coordinate with technical and design teams to illustrate articles
 - f. Promote content on social media, including Facebook, Twitter, and other relevant social media network
 - g. Identify website audience's needs and gaps in relation to current website content and recommend new methods to populate and broadcast future knowledge products
 - h. Ensure all-around consistency of outputs (style, fonts, images and tone)
 - i. Update website content as needed
- Key qualifications
 - a. At least 3 years work experience as a technical writer in the development sector, particularly Climate Change Policy and Finance and other related fields
 - b. Portfolio of published articles
 - c. Experience doing research using multiple sources
 - d. Familiarity with web publications
 - e. Excellent writing and editing skills in English
 - f. Hands-on experience with Content Management Systems (e.g. WordPress)

III. 1 Graphic Designer

- Key responsibilities
 - a. Conceptualize and make visual material for GCFWatch, including (but not limited to) infographics, event posters, and other design requirements
 - b. Prepare rough drafts and present ideas, based
 - c. Develop illustrations, logos and other designs using software or by hand
 - d. Use the appropriate colors and layouts for each graphic
 - e. Work with web developer and content manager to produce final design
 - f. Test graphics across various media
 - g. Amend designs after feedback
 - h. Ensure all-around consistency of outputs (style, fonts, images and tone)
- Key qualifications
 - a. At least a Bachelor's Degree in Design, Fine Arts or related fields
 - b. Proven graphic designing experience
 - c. A strong portfolio of illustrations or other graphics
 - d. Familiarity with design software and technologies (such as InDesign, Illustrator, Photoshop, etc)
 - e. A keen eye for aesthetics and details

ICSC values diversity and is an equal-opportunity employer. If you fit the role and possess the desired qualifications, please email the following documents to jobs@icsc.ngo:

- a letter of intent addressed to Angelo Kairos Dela Cruz, ICSC's Senior Associate for Climate Finance,
- curriculum vitae – NO PHOTO ATTACHED
- a portfolio of work samples (links or PDF files)
- proposed workplan and budget estimates, based on the applicant's review of the GCFWatch website

Applications both from individuals or teams are accepted.

Deadline for application: September 10, 2020 (Thursday)