



INSTITUTE FOR
CLIMATE AND
SUSTAINABLE
CITIES

FOR IMMEDIATE HIRING

Job Ad: ASSOCIATE FOR COMMUNICATIONS

The Institute for Climate and Sustainable Cities (ICSC) is seeking applicants for the full-time position of Associate for Communications. The Associate will be based at ICSC's main office in Quezon City. Due to the pandemic, all ICSC staff work remotely, a status subject to periodic evaluation.

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 on or before March 12, 2021:

- Letter of Intent (addressed to ICSC's Executive Director)
- Resume (do not attach photos)
- Portfolio of work samples

ABOUT THE ORGANIZATION

ICSC is an international climate policy group based in the Philippines, working locally, nationally and globally to promote climate resilience and low carbon development, in particular among climate vulnerable countries. It is engaged with the wider international climate and energy policy arena, particularly in Asia. It is recognized for its role in helping advance effective global climate action and the Paris climate agreement.

TERMS OF REFERENCE

The Associate for Communications will provide communications leadership and guidance to the Institute. They will spearhead the development and implementation of the Institute's strategic internal and external communications. They will also manage the Communications Team and build communications capacity across the Institute.

The Associate for Communications will report to the Executive Director.

A. Responsibilities

1. Develop organizational-, campaign- and project-specific communications strategies and plans in coordination with the Executive Director and other Unit Heads, and lead in strategy implementation
2. Coordinate narrative objectives and messaging across institutional and project levels
3. Lead, manage, and develop the Institute's communications team
4. Oversee production of key communications materials
5. Work with the Associate for Policy Advocacy to build an external network with experts and opinion-formers in relevant professional communities to identify potential communications partners and ensure strategy development and decision-making is shaped by up-to-date insights and research
6. Monitor developments in the field to identify emerging needs, gaps and opportunities
7. Work with Executive Director to undertake or commission sector-relevant research and analysis to inform the effective development, delivery and evaluation of communications programs and initiatives
8. Support fundraising and capacity building initiatives
9. Contribute regularly and meaningfully in Unit Head meetings and other activities

B. Qualifications

1. Commitment to ICSC's mission of advancing climate resilience and low carbon development
2. At least five years of relevant professional experience in communications, public relations, or journalism
3. Demonstrable ability to quickly get up to speed on climate, energy, and related development issues, both national and international
4. Ability to translate technical materials into content for key audiences
5. Demonstrated ability to work effectively in a dynamic, fast-paced environment, both independently and within teams, and to manage multiple, simultaneous campaigns and projects
6. Experience in leading teams
7. Demonstrated ability to establish and maintain close and effective working relationships with colleagues of diverse backgrounds and perspectives
8. Excellent analytical abilities
9. Basic knowledge of website and social media management, and audiovisual production processes
10. Fluency in written and verbal English
11. Excellent interpersonal communications skills
12. Strong sense of humor

C. Preferences

1. Robust knowledge of climate, energy, and relevant development issues, both national and international
2. Demonstrable experience in campaigns or advocacy, communications planning and implementation, and project and resource management
3. Excellent sense of strategy
4. Experience in international advocacy or communications
5. Proficiency in website and social media management, and audiovisual production process
6. Fluency in Filipino and other local languages

D. Salary and Benefits

The Institute offers a generous package, including an annual 15-day paid vacation leave and 15-day paid medical leave; menstrual, maternity, and paternity leaves; and full employee third-party health service coverage.