

FOR HIRING

Senior Policy Advocacy and Engagement Officer

Reporting Manager: Interim Director for Climate Policy (Ms. Danica Marie Supnet)

Organizational Overview

The Institute for Climate and Sustainable Cities (ICSC) is an international climate policy group based in the Philippines that works locally, nationally, and globally to promote climate resilience and low-carbon development, focusing on climate-vulnerable countries. It engages 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.

Position Purpose

The **Senior Policy Advocacy and Engagement Officer** plays a pivotal role in:

- Amplifying the efforts of the Climate Policy Team (CPT) in climate governance and finance.
- Fostering collaboration internally with ICSC teams and externally with key stakeholders and partners.
- Shaping ICSC's policy direction, influencing key stakeholders, and driving impactful climate initiatives.

Roles and Responsibilities

- Research and Documentation:
 - Collaborate with the climate policy team's leadership to track and report the team's portfolio.
 - Prepare comprehensive documentation highlighting milestones, challenges, and future directions.
 - Stay informed on current discussions, studies, and climate finance and governance issues.
 - Ensure that all CPT portfolio-related communications, projects, and policy documents (i.e., those distributed externally and internally) are systematically organized and updated.

- Communication and Branding:
 - Collaborate with ICSC's communications team to align climate policy messaging with the organization's branding.
 - Provide insights to refine and enhance the efficacy of external climate policy communications.
- Policy Advocacy and Engagement:
 - Identify opportunities for ICSC to influence debates in climate finance and governance.
 - Facilitate collaborations between the CPT and other ICSC technical teams for joint projects.

Qualifications

Essential

- Possesses a bachelor's degree in development communication, journalism, international studies, social sciences, public policy/administration, political science, or other related fields.
- At least three years of experience in the development sector.

Desired

- Knowledgeable in key issues around climate change, environment, and public policy.
- Team player, proactive, and solution-oriented.

Contract Period

- 1-year contract with the possibility of extension.

Salary and benefits

- Compensation for this post is aligned with ICSC's established salary and benefits standards.

How to apply

Please send the following documents to jobs@icsc.ngo by **November 30, 2023, 23:59 (GMT+8)**:

- Letter of intent addressed to Mr. Angelo Kairos Dela Cruz, ICSC Executive Director. Use this subject line: "**Application: Senior Policy Advocacy and Engagement Officer.**"
- Curriculum vitae (do not include your photo); and
- Sample works: Please provide written articles, policy papers, or communication campaigns relevant to your experience.

ABOUT ICSC

The CPT of ICSC focuses on:

- Promoting fair climate policy in local, national, regional, and international spaces.
- Addressing the adverse impacts of climate change in vulnerable countries and communities through locally-led planning, supporting the creation of climate-smart investment plans, conducting research on key climate issues, and leveraging climate finance, among others.
- Partnering with local governments, academic institutions, and other key stakeholders to create and support multi-actor partnerships to leverage collective strength toward a shared ambition on climate finance and social safety nets, among others.
- Mobilizing and tracking climate finance with an emphasis on transparency and accountability.
- Leading efforts in establishing partnerships and supporting observers and observer networks in crucial climate finance and policy spaces, such as the Green Climate Fund's CSO observer network, Climate Investment Funds' observers' pool, and other safeguard-focused networks.

More information about ICSC is available on [our website](#).