



## FOR IMMEDIATE HIRING

# Clean Mobility Collective (CMC) Southeast Asia Coordinator

The Institute for Climate and Sustainable Cities (ICSC) is seeking applicants for the position of [Clean Mobility Collective \(CMC\) Southeast Asia Coordinator](#). The CMC Southeast Asia Coordinator will work on coordination in campaigns and engagement activities of the CMC Southeast Asia. This is a **full-time position, with a one year contract (subject to renewal)**. This position is on a **remote work arrangement**, and may be **based in any country in Southeast Asia**.

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](mailto:jobs@icsc.ngo) on or before **May 9, 2024**:

- Letter of Intent (addressed to Ms. Maria Golda Hilario, ICSC's Director for Urban Development)
- Resume (do not attach photos)
- Work samples, if any

## ABOUT THE ORGANIZATION

ICSC is an international non-government group advancing fair climate policy and low carbon, climate-resilient development. Based in the Philippines, 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.

Visit <https://clean-mobility.org/> to learn more about the Clean Mobility Collective.

## **TERMS OF REFERENCE**

The CMC Southeast Asia Coordinator will closely collaborate with counterparts in multiple leading organisations operating in North America, Europe, and India to build a global network of sustainable urban mobility advocates. The success of this core team’s work will be visible when well networked members benefit from their cumulative knowledge and experience, magnify their individual voices, and bundle their power on joint campaign targets.

They shall report to ICSC’s Director for Urban Development and the CMC Coordinator.

### **A. Responsibilities**

- a. Contribute to co-creative strategy and planning processes to engage corporate and subnational and regional decision makers through an incentives-driven campaign promoting inclusive urban mobility;
- b. Help design, develop and implement the incentives-driven campaign plan in partnership with CMC Southeast Asia network members;
- c. Communicate and cultivate relationships with existing members of the CMC Southeast Asia network and facilitate interaction and cooperation between them, including through virtual convenings; regularly reports back on project progress to internal stakeholders, and updating of membership database, communication exchange platform and activities;
- d. Help coordinate joint regional or global activities, tactics and strategies, which may include the management of joint research collaboration, publication and dissemination of reports or similar outputs, the development of media and social media engagement strategies, or the organising of joint days of action;
- e. Regularly attend coordination meetings of the CMC and communicate updates to the CMC network;
- f. Contribute to setting up a regular skill sharing and communications platform and a resource hub facilitating mutual learning and support between network members;
- g. Contribute to and/or produce a variety of external communication materials, including blogs, articles, speeches, and social media posts, in close collaboration with campaigners and wider staff in network;
- h. Co-design and commission and oversee contracts for services and products benefiting the network (e.g. reports, websites etc.);
- i. Establish and maintain links with relevant actors of social justice movements and ensure equity aspects are integrated into all aspects of the network’s activities;
- j. Support project evaluation and reporting to funders;
- k. Support, as needed, fundraising and communication efforts for the campaign;
- l. When needed and upon request, provide organising support to CMC SEA network partners.

## **B. Qualifications**

- a. Fluency and proficiency in English and in at least one Southeast Asian language, both in speaking and writing;
- b. Familiarity and expertise on urban mobility issues and challenges in Southeast Asian cities;
- c. Must be based in any of Southeast Asian Cities of ASEAN member-states (preferably Philippines, Thailand, Indonesia, Vietnam or Singapore)
- d. Results driven and process-oriented;
- e. A solid understanding of the vital linkages between sustainable development, urban mobility and liveability, air pollution and climate;
- f. At least 3 years experience in designing, leading campaigns and coordinating campaign teams in the field of climate, environmental or social justice sector, ideally on incentives-driven private sector engagement and/or citizen actions;
- g. Experience in online and offline campaigning targeting cities and/or corporates, including citizen mobilising strategies and tactics;
- h. Ability to identify and pursue opportunities for high profile media/communications and grow network of urban mobility advocates and change makers;
- i. A positive, flexible, can-do attitude, coupled with self-motivation and the ability to work independently;
- j. Strong interpersonal skills, i.e. the ability to work in teams and across different cultures.
- k. Must be able to work on flexible working hours. Due to the international nature of this post, coordination meetings are held beyond office hours of the base country.

## **C. Personal Characteristics**

- a. Enthusiasm and passion for campaigning and for sustainable mobility, and ability to infect others with it.
- b. Passion for working with a small, international and multicultural team
- c. Self-awareness, confidence and creativity
- d. Committed to the values of equity, authentic communication and collaboration