



FOR IMMEDIATE HIRING

Strategic Communications Specialist

The Institute for Climate and Sustainable Cities (ICSC) is seeking applicants for the project-based, consultancy position of **Strategic Communications Specialist**. The Strategic Communications Officer will be expected to work remotely, with occasional in-person meetings in ICSC's office in Quezon City and other engagements as needed.

Project Background

This position will focus on **establishing and strengthening ICSC's communications strategy**, taking into account important and relevant narratives on climate policy, climate finance, energy transition, urban development, and community resilience in relation to the organization's overall advocacy and campaigns.

Terms of Reference

The Strategic Communication Specialist shall support the ICSC Communications Team (CT), and work closely with relevant staff from the organization, in establishing and strengthening ICSC's communications strategy, including the review and profile of the current state of energy transition narratives in the media in the Philippines and neighboring countries in East and Southeast Asia, as part of ICSC's research on science communication.

A. Responsibilities

- Analyze existing climate and energy narratives in the Philippines and neighboring countries in East and Southeast Asia through media monitoring data;
- Assess existing climate and energy narratives in the Philippines and in the region in relation to ICSC's programs and projects on climate policy, energy policy, urban development, and community resilience;

- Provide recommendations for communications strategies to improve ICSC’s messaging and dissemination of climate and energy stories; and
- Contribute to other tasks the Communications Manager may request, as reasonably required by this role.

B. Qualifications

- Professional experience in the field of communications research. Experience in communications research in the development sector work is preferred, background in climate and energy is also an added advantage;
- Professional experience in developing communications plans and strategies for organizations and/or specific programs/projects in the development sector is ideal;
- Exposure to and understanding of the media landscape and its progressing changes is ideal; and
- Proficient in writing, editing, and speaking in English and Filipino. Additional language skills are also an added advantage.

C. Project Duration and Deliverables

- This is an output-based project. The Strategic Communications Specialist must be able to deliver the following outputs:
 - i. A comprehensive report on the state of renewable energy and energy transition narratives in the Philippine, East, and Southeast Asian media, which will be launched in November 2024; and
 - ii. An internal analysis of ICSC’s messaging and dissemination of climate and energy stories, with recommendations for the improvement of the organization’s communications strategy based on existing narratives in the media;
- ICSC will provide the Strategic Communications Specialist with initial research materials for the project, including access to media monitoring tools and a proposed research design;
- The Strategic Communications Specialist must be able to attend and/or lead meetings when necessary or as advised by the Communications Manager;
- This position will be compensated monthly for a total of **6 months**, covering the period of **August 2024 to January 2025**.

- The Strategic Communications Specialist will be required to turn over relevant files to ICSC after the completion of the contract.

Application Process

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 **August 10, 2024** with the subject line “[**position**] **Application - [Applicant’s Surname]**” (e.g. Strategic Communications Specialist Application - dela Cruz):

- Letter of Intent (addressed to Ms. Ira Dominique Guerrero, ICSC’s Communications Manager)
- Resume (do not attach your photo, as part of ICSC’s equal opportunity employment standards)
- Portfolio and sample works

Due to the number of applications we expect to receive, please be advised that only the shortlisted candidates will be contacted.