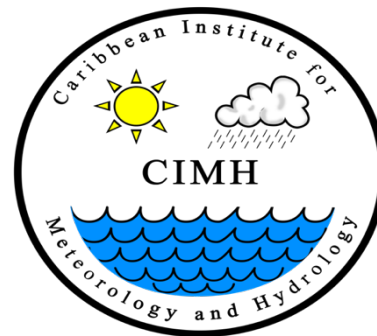


Terms of Reference #1-CLIMSA-CMO/CIMH

**Post of Communications Specialist for the
Climate Services and Related Applications
(ClimSA) Caribbean Programme**



Contact:

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COMMUNICATIONS SPECIALIST

Closing Date: August 31, 2021

1. DETAILS OF THE POST

Applications are invited from interested and suitably qualified nationals of CARIFORUM Member States to fill the above mentioned position at the Caribbean Institute for Meteorology and Hydrology (CIMH) with assigned duty station in Barbados. However, it is recognized that the on-going global COVID-19 pandemic may limit initial travel to the duty station.

2. FUNCTIONS OF THE POST

The **Communications Specialist** will be responsible for the communications, branding and visibility for the *Intra-ACP Climate Services and Related Applications (ClimSA) Caribbean Programme* with the support of the Applied Meteorology and Climatology (AMC) Section of CIMH, a WMO Designated Caribbean Regional Climate Center (RCC), and report directly to the Head of the AMC/RCC Section.

Further, under the direct supervision of the Principal of CIMH, the incumbent will be responsible for communications, branding and visibility for the CIMH.

3. QUALIFICATIONS AND EXPERIENCE

Candidates should possess:

- (a) University degree, preferably at least at masters level, in communication, knowledge management or equivalent.
- (b) At least ten (10) years' experience drafting in English are essential; drafting skills in French and/or Spanish would be an asset.
- (c) At least ten (10) years' of work experience in the Communication, Visibility and Knowledge Management field, with at least three (3) years of leadership responsibilities.
- (d) Excellent text and image editing skills.
- (e) Excellent knowledge and use of social media networks and other modern communication tools and platforms.
- (f) Experience working in any of the following types of institutions would be an additional asset:
 - A Caribbean or an international agency;
 - A multi-national/development partner organization;
 - A relevant public sector entity (Ministries/Statutory bodies);
 - An institution whose core business is Development.

Training and/or documented working experience in the following areas would be a further asset:

- (a) Environment studies/management, climate services and climate change in developing countries;
- (b) Developing and managing media relationships (written, audio-visual, online services);
- (c) Developing and deploying organizational, programme or project communications and visibility strategies, plans, procedures and products for EU funded external actions/initiatives;



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4. DUTIES AND RESPONSIBILITIES

Under the direction of the Principal, or designate, the **Communications Specialist** will be responsible for promoting the work and results of the CIMH, the WMO Designated Regional Climate Centre (RCC) for the Caribbean and ClimSA Caribbean Programme to the general public and would be required to:

- (a) **DEVELOP and IMPLEMENT** a communication and visibility strategy, plan and products for the ClimSA Caribbean Programme;
- (b) **DEVELOP and IMPLEMENT** an organizational communication and visibility strategy, plan and products for the CIMH with focus on the WMO Designated RCC for the Caribbean.
- (c) **LEAD** the development of a Communications Strategy for the WMO Designated RCC for the Caribbean Sectoral EWISACTs Programme;
- (d) **LEAD** in ensuring the uptake and use of the new CIMH communications and visibility strategy, plan and products across the CIMH staff.
- (e) **LEAD** communications activities aimed at strengthening the regional and national broadcast media's ability to interpret and report on climate information, services and products.
- (f) **LEAD** communications activities aimed at strengthening key regional and national sector stakeholders' ability to interpret and use climate information, services and products.
- (g) **LEAD** communications activities aimed at building awareness and understanding of climate services, products and information among relevant decision and policy makers.
- (h) **MANAGE** all CIMH, RCC and the ClimSA Caribbean Programme media and social media accounts.
- (i) **LEAD** CIMH, RCC, and ClimSA Caribbean Programme visibility activities at events such as conferences, workshops and meetings.
- (j) **PROVIDE** communication and visibility support to all workshops, conferences, seminars executed by CIMH, the RCC and ClimSA Caribbean Programme.
- (k) **COLLABORATE** with the global ClimSA Programme communication and knowledge management team to ensure alignment and compliance with the global ClimSA Programme's communications strategy, plans and products.
- (l) **ASSIST** with assessing the impact and reach of the ClimSA Caribbean Programme.
- (m) **UNDERTAKE** travel as required.

5. ADDITIONAL REQUIREMENTS

The successful candidate should be:

- (a) Performance driven,
- (b) Able to work independently,
- (c) Able to function in a highly dynamic and collaborative work environment, and
- (d) Able to work effectively with diverse stakeholders including persons from local communities, civil society, social scientists, natural scientists and sector specialists.

It is expected that the successful candidate will be able to demonstrate:

- (e) Experience working in a multi-cultural environment;
- (f) Excellent interpersonal and communication skills;
- (g) Ability to meet deadlines and prioritize multiple tasks;
- (h) Ability to work with an interdisciplinary team;
- (i) Effective decision making skills.



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6. EMOLUMENTS AND BENEFITS

Compensation will be commensurate with academic background and experience. The ideal candidate should be a mid-career professional. A non-contributory medical plan is being offered.

7. DURATION & EXPECTED START DATE

The position is available for 2 years in the first instance, starting preferably in September 2021 or as soon as possible thereafter.

8. APPLICATIONS

Interested candidates are required to submit applications (Cover letter, curriculum vitae, certificates, relevant work samples and the contact information for two professional referees) addressed to:

David A. Farrell, Ph.D.
Principal
Caribbean Institute for Meteorology and Hydrology (CIMH)
St. James BB23006
Barbados

Send via email to hrdept@cimh.edu.bb by the deadline for the submission August 31, 2021.