

TERMS OF REFERENCE (ToR)

## Senior Communications Officer

Strategic Group 3: Enabling regional and global mechanisms for sustainable action



ToR

## About ICIMOD

The Hindu Kush Himalaya (HKH) region stretches 3,500km across Asia, spanning eight countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. Encompassing high-altitude mountain ranges, mid-hills, and plains, the zone is vital for the food, water, and energy security of up to two billion people and is a habitat for countless irreplaceable species. It is also acutely fragile – and frontline to the impacts of the triple planetary crisis of climate change, pollution, and biodiversity loss.

The International Centre for Integrated Mountain Development (ICIMOD), based in Kathmandu, Nepal, is an international organisation established in 1983, that is working to make this critical region greener, more inclusive and climate resilient. For more information, read our [Strategy 2030: Moving Mountains](#) and explore our [website](#).

## About SG 3

This SG focuses on regional and global agendas. It brings together work that demands cooperation and collaboration at a strategic and region-wide level since such coordinated efforts are essential for the truly effective protection of HKH's natural assets. This SG recognises that regional effort needs to be complemented by global engagement and action, as what happens in the rest of the world has significant effects on the HKH. Thus, within this SG, we intend to work regionally – aiming to deliver evidence-based knowledge and insights that will lead to an effective mechanism for regional cooperation, as well as the right kinds of regional investment frameworks – building on the commitments enshrined in the HKH Call to Action. We also want to work internationally, in collaboration with others, strengthening our support to our eight Regional Member Countries to advocate for mountain issues in multiple regional and international processes pertaining to climate, environment, and development as well as amplifying the voices of mountain communities, especially of women, marginalised groups, and the youth, in these forums.

## Position Overview

Senior Communications Officers at ICIMOD are dynamic and creative communications professionals who will lead the communications, outreach, and engagement for ICIMOD's work in their respective Strategic Group. This role is suited for someone with a background in communications, press, public affairs and policy engagement, who is highly motivated to have an impact in a crucial area of climate and environmental action. It will appeal to someone who is able to manage priorities and is happy to work across the spectrum of a busy communications function – from directing and delivering digital communications to stakeholder engagement and working on the international policy agendas particularly the UNFCCC and UNCBD, and regional affairs. The ideal candidate will be a proactive and collaborative natural communicator, hold some orientation on international policy and be passionate about mountain issues, who is able to amplify and strengthen ICIMOD's advocacy voice, power, and profile.



The Senior Communications Officer will be a key player in supporting the Strategic Group: Regional Action and Global Advocacy which houses two Action Areas, one working on the regional agenda and the other on the global agenda. Each of these Action Areas features 3-4 targeted interventions.

The position also supervises Communications Officers in their Strategic Group and works closely with the Head of the Communications Unit.

## Responsibilities

The Senior Communications Officer will contribute towards the delivery of Strategic Group results in line with the commitments we have made in our [Strategy 2030: Moving Mountains](#) and as our [Medium-Term Action Plan V \(2023-2026\): Embracing Change and Accelerating Impact](#).

Reporting to the Strategic Group Lead, with the Head of Communications as co-supervisor, the Senior Communications Officer shall, alongside line managing and directly guiding Communications Officers in the Strategic Group, fulfil the following duties and responsibilities:

### **1. Develop the Strategic Group communications strategy and deliver it (50%)**

- Lead the design and delivery (including content creation) of a high-quality communication strategy for the Strategic Group and its Action Areas that deliver on mission, values, objectives, and our results framework, whilst upholding alignment of SG communication strategy and action plan with the institutional communications strategy, principles, and standards.
- Establish cohesive key messages around the Strategic Group's focus areas and guide the institution's stance on the issue, in collaboration with the Strategic Group Lead and other members of technical staff, Action Area Coordinators, and Head of Communications.
- Provide feedback, creative direction, and recommendations on matters related to the Strategic Group for outreach, including identifying crucial communication issues, devising, and monitoring campaign plans, establishing performance indicators for success, and capturing valuable lessons from such campaigns.
- Support the impact and outreach of ICIMOD's work through audience insight; national, regional, and global media liaison; through the communication of impact and by acting as a public-facing spokesperson for the SG and organisation.
- Continuously evaluate and measure the effectiveness of the Strategic Group and Action Area's communication strategies and campaigns, using appropriate metrics and analytics.
- Lead crisis communication of the Strategic Group.
- Provide writing guidance and support (but not editorial) on donor and progress report writing and proposal development.
- Deliver key campaign objectives to time and budget, especially around the UN Conference of Parties of the UNFCCC and UNCBD and SBSTAs.

## **2. Contribution to central communications unit (20%)**

- Contribute to the development of the ICIMOD's overarching communications strategy, ensuring coherence and alignment between strategies and campaigns at the Strategic Group and institutional level and providing expert communications input into major institutional campaigns and projects.
- In close collaboration with and under the supervision of the Head of Communications, direct high-quality integrated communications plans for campaigns including press, digital marketing, and public affairs and track their performance
- Help maintain a central, forward-planning communications timeline and key message documents to generate content around major campaign moments and events of the Strategic Group.
- Support Action Areas and Interventions during annual and quarterly planning processes to ensure that the best kinds of communications activities are factored in, as per Planning and Budgeting SOP Communications Guidelines.
- Ensure provision of the Strategic Group's contributions to major institutional communications moments.
- Ensure that those most impacted by climate impacts in the HKH, especially women and others from marginalised groups, are at the heart of SG communications in a respectful, developmental way that puts people in the lead.

## **3. Networking and external affairs (20%)**

- Develop strong relationships with the Strategic Group related policymakers, thinktanks, academics, environmentalists, and journalists and detailed knowledge of future narrative trends and events.
- Demonstrate understanding of the perceptions of external stakeholders and how to influence or garner support using communications and storytelling relevant to the Strategic Group.
- Build strong working relationships with analysts, researchers, leaders, and spokespeople within and across the other Strategic Groups, working to support and enhance the relationship between the Strategic Group staff and the Central Communications Unit team.
- Contribute to any arising reputational communications issues, advising where relevant.

## **4. Leadership and People Management (10%)**

- Champion communications and encourage greater communications activity throughout the Strategic Group with a particular focus on policy relevant and digital communications, and support colleagues to increase their communications skills and strategic planning.
- Encourage teams to work collaboratively and foster a digital first culture and positive relationship between technical teams and the communications unit.
- Supervise, guide, coach, and mentor the Strategic Group's Communication Officers and support high performance and development. Ensure adequate recognition of Communications Officer's exceptional performance and accomplishments.

- As a first supervisor, handle any Communications Officers related people management concerns and issues, and for major issues, escalate to the Strategic Group Lead and if needed, Head of HROD for timely and effective resolution.

### **Other Responsibilities**

- Support communications needs across the institution and the growth of a communications culture, – including for concept notes, fundraising, monitoring and evaluation and science publications, working with Business Development and Resource Mobilization and Strategic Planning, Monitoring, Evaluation, and Learning teams and for internal communications needs.
- Assist with any other tasks relevant to effective delivery as required by the Strategic Group Lead, Action Area Coordinator of Head of Communications.

## **Person Specification/Competencies**

### **ESSENTIAL**

- Master's degree or equivalent with a minimum of five years' experience in leading communications, policy, public affairs, engagement, or fundraising roles in a fast-paced environment. A bachelor's degree in a relevant subject, in combination with seven years of qualifying experience, will be accepted in lieu of the master's degree.
- Demonstrated experience in how an integrated communications campaign is planned and implemented.
- Experience in multiple communications and engagement areas such as an institutional communications role, press and media, internal engagement, campaigns and influencing, digital, public affairs, marketing, brand and reputation management, and fundraising.
- Experience of international (such as the UNFCCC or UNCBD) and/or regional policy forums
- Experiences of research and analysis to briefs for different purposes.
- Knowledge of digital platforms and how they relate to engagement and campaigns.
- Experience of managing a team of communication professionals.
- Excellent interpersonal and time-management skills.

### **PREFERRED**

- Orientation in the Multilateral Environment Agreements
- Experience in the HKH or another mountainous region and/or knowledge of or interest in the languages and culture of the HKH region.
- Experience working in an international organisation with people from a wide range of cultures and nationalities.

## Reporting and supervising

The Senior Communications Officer will report to the Strategic Group Lead with Head of Communications as co-supervisor. The position supervises Communications Officers in their Strategic Group. They will work in close collaboration with ICIMOD's Central Communications Unit, respective SG's Action Areas and interventions, and other Strategic Groups, Action Areas, and units, where relevant.

## Location

You will be working in a cross-cultural, impact-oriented environment at ICIMOD's head office in Lalitpur, Kathmandu, Nepal. Frequent travel in the HKH region will be required.

Kathmandu is a lively and exciting place to live. People are friendly, living costs are comparatively inexpensive, food is delicious (with a range of local and international cuisines) and there are good local and international schools and a low crime rate. Nepal offers, amazing trekking, white water rafting and safaris, combined with a rich culture and charming yet lively nightlife.

## Duration

Until December 2026, with a probation period of (Six) 6 months. There is a possibility of extension subject to performance and ICIMOD's future funding levels.

## Remuneration

This is an international position at ICIMOD. The starting annual gross salary for this position is USD 33,725/- (negotiable based on experience and qualifications). Gross salary comprises of basic salary, provident fund, family/post adjustment allowance, and child/dependency allowances. Salaries and benefits at ICIMOD are competitive compared with other international organisations. We offer a comprehensive benefits package which includes insurances (medical, life and accidental), children's education grant for maximum 2 children below 18 years of age, severance pay, paid leave (30 holidays and 10 public holidays per year) and day care facility.

For expatriates, there is a tax exemption in Nepal; they are responsible for their home country's tax payments. Expatriate staff are entitled to housing allowance, annual home leave ticket, shipment of personal effects, and an installation and repatriation allowance.

## ICIMOD's core values

Our core values are integrity, neutrality, relevance, inclusiveness, openness, and ambition. These values are an expression of our culture and are central to the guiding beliefs and principles of our work and behaviour. Our core values will lie at the heart of ICIMOD

operations and delivery. They will underpin everything we do and frame how we work with our partners. They reflect our founding intentions and the balances we seek to hold, while equipping ourselves for the future.

## **Diversity, Equity, Inclusion and Safeguarding**

ICIMOD's human resource selection process is based on the qualifications and competence of the applicants. As an employer, ICIMOD is committed to promoting diversity, equity, and inclusion, and offers equal opportunities to applicants from all backgrounds and walks of life, including but not limited to gender, age, national origin, religion, race, caste, ethnicity, sexual orientation, disability, or social status. ICIMOD strongly encourages applications from people, especially women from all parts of the Hindu Kush Himalaya region. ICIMOD is dedicated to establishing and upholding a safe and nurturing work environment, where all its employees can participate fully and meaningfully without fear of violence, harassment, exploitation, or intimidation. Any type of abuse or harassment, including sexual misconduct, by our staff, representatives, or stakeholders, is not condoned or tolerated.

## **Method of application**

Applicants are requested to apply online before August 11, 2024 (11:59 PM Nepal Standard Time) through [ICIMOD Vacancy Application Portal](#).

**Only shortlisted candidates will be notified.**

