

TERMS OF REFERENCE (ToR)

## Communications Officer

**Strategic Group 2:** Shaping Green and Resilient  
Mountain Economics



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](#) and explore our [website](#).

### **About Strategic Group 2: Shaping Green and Resilient Mountain Economics**

This SG focuses on delivering environmentally sustainable, but economically viable and socially inclusive solutions for some of the world's most marginalised and vulnerable people. With a focus at both local and landscape levels, it will build understanding of the implications of rapid socio-economic, climate and environmental changes on mountain livelihoods and economies that are challenged by their remote, fragile, and hazard-prone settings. It will also investigate which combinations of solutions might work with the realities of large-scale male outmigration, rural-urban disconnectedness, feminisation of production, coupled with rapidly deteriorating environmental health. With governance systems continually changing and evolving, solutions will need to recognise these changes and ensure approaches take account of and align with emerging structures. As many existing options will be challenged by global warming scenarios at greater than 1.5°C, it will be especially important to ensure that options are put through the test of such future scenarios.

## Position overview

ICIMODs Communications Officers are creative, result driven and motivated professionals who are passionate about the power of science communications. Working under the direct supervision of Senior Communications Officer, co-supervision of Head of Communications as well as working closely with the Strategic Group (and its respective Action Areas and Interventions) teams, and with the central Communications Unit, the position will conceptualise and help team members to deliver communication and knowledge products for their Strategic Group.

You will be primarily focusing on conceptualising and producing a variety of communication materials. This is an exciting opportunity for someone who values delivering impact through written, oral, and visual communication, is passionate about mountains and people, and is

committed to helping build a greener, more inclusive, climate-resilient Hindu Kush Himalaya as ICIMOD moves into its new Strategy 2030 period from 2023.

The Officer will be a key player in supporting the Strategic Group which focuses on two primary Action Areas: Each of these Action Areas features 3-4 targeted interventions.

## Responsibilities

The Communications Officer will be responsible for delivering results in line with the commitments we have made in our [Strategy 2030: Moving Mountains](#) and our [Medium-Term Action Plan V \(2023–2026\): Embracing Change and Accelerating Impact](#).

The Communications Officer shall fulfil the following duties and responsibilities:

Communication support to Strategic Group and its Action Areas (40%)

- Manage or coordinate day-to-day delivery of communications, engagements and outreach and content services across the Strategic Group, Action Areas, and Interventions.
- Provide feedback, creative inputs, and recommendations on matters related to the Strategic Group for outreach, including devising, and assisting campaign and outreach plans – like communication and media training for science team, for partners, media, messaging for global events, side events in global or regional events, community focused outreach - and capturing valuable lessons from such campaigns.
- Support the impact and reach of ICIMOD’s work through copywriting; videos; case studies; supporting the communication of impact; working with the media team.
- Support the planning and design of internal and external strategies for communications and outreach.
- Support crisis communication of the Strategic Group.
- Maintain adherence to key messages document for the Strategic Group.

Collaboration and Engagement (10%)

- Use communications and storytelling to influence and garner support for the SG.
- Collaborate with the Senior Communications Officer in building strong working relationships with colleagues within and across the Strategic Groups, Action Areas, Interventions, and the Communications Unit team.

Communications content development for the Strategic Group (30%)

- Prepare and/or edit features, blogs, impact stories, press materials, factsheets, newsletters, press/media kits, visual materials, social media content, Q&A documents, and policy briefs for media/partners and other target audiences.

- Support the Senior Communications Officer in the design and maintenance of the Strategic Group's web portal.
- Prepare impact stories for web and public dissemination of the highest quality; ensure relevant news and impact stories are summarized and shared on social media on a regular basis, and to run social media accounts as required.
- Divide rapporteuring responsibility for SGs events with relevant team members of the SG/AA as assigned by the Strategic Group Lead.
- Support the Strategic Group team in post-event documentation/summary of key highlights and messages for flagship workshops and conferences.
- Work with agencies, designers, and freelancers to produce creative media and communication content for campaigns and projects as required.
- Provide support to compiling donor and progress reports as well as proposal development.

#### Internal reporting and coordination (20%)

- Under the direct supervision and guidance of Senior Communications Officer, working with Strategic Group Lead, Head of Communications, and Communications colleagues across all SGs to deliver on the communication plan and strategies in line with overall communications approach of ICIMOD.
- Support Action Area Coordinators and Intervention Managers to align with the new Communications Guidelines lodged with the Planning and Budgeting SOP.

#### Ways of working

- Provide support in effective interface of teams (across Strategic Group, Action Areas, and projects) to foster a digital-first culture and positive working relationship between SG technical teams and Communications unit.
- Liaise with communication and engagement colleagues within the organisation to share and leverage knowledge and expertise, as well as network with communications professionals from other organisations for learning, knowledge-sharing, and staying up to date with the latest communications trend.
- Develop a good understanding of target audiences, implementing the narratives and the messages that engage with them, including media and social media preferences and language.

### Person Specification/Competencies

#### ESSENTIAL

- Master's degree in journalism, marketing, communications, or other relevant field with a minimum of 2 years of experience in a similar Communications role OR bachelor's degree in combination with four years of qualifying experience may be accepted in lieu of master's degree.

- Exceptional written and verbal communication skills.
- Demonstrated ability to produce and edit various forms of content.
- Proficiency in using digital and social media platforms.
- Excellent organizational skills with the ability to manage multiple projects simultaneously.
- Proficiency in MS Office Suite, content management systems, and basic graphic design software.

#### **PREFERRED**

- Knowledge of the languages and culture of the HKH region
- Excellent interpersonal and time-management skills

### **Reporting and supervising**

The Communications Officer will report to the Senior Communications Officer with a second reporting line to Strategic Group Lead. The Head of Communications will be the co-supervisor of this position. The Communications Officer will work in close collaboration with Communications Officers in other strategic groups when needed as well as with Central Communications team.

### **Location**

You will be working in a cross-cultural, impact-oriented environment at ICIMOD's head office in 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 trails, white water rafting, and safaris, combined with a rich culture and charming yet lively nightlife.

### **Duration**

Two year/s, with a probation period of Six 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 16,320/- (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 all eligible applicants, especially women, from all parts of the HKH 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 [including child abuse], by our staff, representatives, or stakeholders is not condoned or tolerated.

## **Method of application**

Applicants are requested to apply online before Aug 18, 2024 (11:59 PM Nepal Standard Time) through [ICIMOD Vacancy Application Portal](#).

Only shortlisted candidates will be notified.