

TERMS OF REFERENCE (ToR)

Senior Communications Officer

Strategic Group 3: Enabling Regional and Global Mechanisms for Sustainable Action

ToR

Position overview

We are looking for a dynamic and creative senior communications professional to lead the communications, outreach, and engagement for ICIMOD's work to accelerate regional collaboration and global action to protect the Hindu Kush Himalaya (HKH). This role is suited for someone with a background in communications, press relations, and public affairs who is highly motivated to make an impact in a crucial area of environmental action and development. 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 fast-paced external affairs.

The ideal candidate will be a proactive and collaborative natural communicator, passionate about mountain cultures and ecosystems, who is able to amplify and strengthen ICIMOD's advocacy voice, power, and profile on the regional and global stage. The Senior Communications Officer will be joining a talented and tenacious team and organisation as we step up our communications to reflect the ambition in our new [Strategy 2030: Moving Mountains](#), with opportunities for growth and progression.

About Strategic Group 3

Strategic Group (SG) 3: Enabling Regional and Global Mechanisms for Sustainable Action is responsible for two of ICIMOD's highest profile workstreams: (1) the strengthening of regional cooperation, collaboration, and commitment to address shared challenges among the eight countries of the HKH and (2) the raising of awareness of those issues in global processes such as the UNFCCC and CBD COPs and to increase finance in adaptation.

Responsibilities

The Senior Communications Officer will work under SG 3 (read more about ICIMOD's Strategic Groups and Action Areas [here](#)). Under the direct supervision of the SG Lead on content matters and guided by the Head of Communications on communications principles, approaches, and methods, the Senior Communications Officer will fulfil the following duties and responsibilities:

1. Communication support to the SG

- Lead the design and delivery of high-quality communications strategies for ICIMOD's work on enabling regional and global mechanisms for sustainable action (SG 3), building institutions for regional cooperation and collaboration (Action Area E), and strengthening global leadership in sustainable mountain development (Action Area F) for internal and external audiences, aligning with our missions and values and significantly advancing our objectives and results framework.
- In collaboration with the SG Lead, Action Area Coordinators, the SG team, and the Head of Communications, build compelling narratives and advocacy messages for global processes and regional government engagement, articulating a clear vision, narrative,

and strategy to move the mountains agenda to a more central position especially within processes related to UN Conventions for Climate Change and Biodiversity, Sendai Framework, etc. and developing communications and news media strategies to reach new and existing audiences both within and beyond the HKH. The work will include commissioning and/or contributing to thematic reports and scientific conventions such as IPCC and IPBES.

- Provide feedback, creative direction, and recommendations on SG-related matters for outreach, including identifying crucial campaign issues, devising, and monitoring campaign plans, establishing performance indicators for success, and capturing valuable lessons from such campaigns.
- Continuously evaluate and measure the effectiveness of SG 3's communication strategies and campaigns, using appropriate metrics and analytics

2. Strategic planning and implementation

- Contribute to the development of the institution's overarching communications strategy, ensuring coherence and alignment between strategies and campaigns at the SG and institutional levels and providing expert communications input into major institutional campaigns and projects.
- Direct high-quality integrated communications plans for campaigns including press coverage, digital marketing, and public affairs, proactively creating, and responding to media and public relations opportunities that advance our campaigns and organisational goals.
- Support the impact and reach of ICIMOD's work through audience insight, copywriting, videos, case studies and national, regional, and global press coverage, and develop and support staff to create and drive news stories through the communication of impact.
- Help to maintain a central forward-planning communications timeline and key message documents to generate content around significant campaign moments and events.

3. Networking and external affairs

- Develop and maintain strong relationships with communications and advocacy officers in the global development, conservation and climate community, media organisations, civil society, multilateral organisations, and development banks to leverage opportunities to influence messaging and initiate joint-advocacy activities for increased outreach, visibility, and investment.
- Develop and maintain strong relationships at the highest level with policymakers, thinktanks, academics, and a 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.
- Build strong working relationships with analysts, researchers, leaders, and spokespeople within the SG, the Directorate, and the wider institution, working to support and enhance the relationship between the SG staff and the central communications team.

- Strategise and organise content for media and advocacy outreach, including preparing speeches, talking points for interviews, articles, advocacy briefs, and documents related to ICIMOD's global, regional, and national policy positions, and the pitching of interviews, stories, and opinion pieces in coordination with the Communications Unit
- Work closely with the Head of Communications and staff of the Communications Unit as well as other SG communications staff

4. Leadership

- Champion communications and encourage greater communications activity throughout the SG with a particular focus on digital communications, and support colleagues to increase their communications capacity and strategic planning.
- Ensure alignment with institutional communications strategy, principles, and standards.
- Support high performance and alignment amongst the communications staff including in other teams, and line-manage communications officers.
- Support communications needs across the institution – including for concept notes, fundraising, monitoring and evaluation, and science publications, working with the Business Development and Resource Mobilisation (BDRM) Unit and the Strategic Planning, Monitoring, Evaluation, and Learning (SPMEL) Unit and for internal communications needs.
- Contribute to any arising reputational communications issues, advising where relevant.
- Ensure that those most impacted by climate impacts in the HKH, especially women and others from marginalised groups, are at the heart of communications in a respectful, developmental way and puts people in the lead.
- Deliver key campaign objectives to time and budget, including reporting on key performance indicators.

Minimum qualifications and experience

Essential

- Master's degree or equivalent with a minimum of five years of experience in leading communications, public affairs, engagement, or fundraising roles in a fast-paced environment.
- Strong knowledge and understanding of advocacy and media campaigning, and political change.
- Demonstrated experience in how an integrated communications campaign is planned and implemented.
- Strong knowledge of and understanding of climate impacts, solutions, and how to communicate those impactfully
- Experience in multiple communications and engagement areas such as press and media, campaign and influencing, digital, public affairs, marketing, brand and reputation management, and fundraising.

- Experience dealing with global media and familiarity with the work and general functioning of international organisations and/or global processes.
- Experience in research and analysis to brief for different purposes.
- Knowledge of digital platforms and how they relate to engagement and campaigns.
- Experience in managing a team of communication professionals.
- Understanding of the international climate and environment policy environment.

Preferred

- Knowledge of the languages and culture of the HKH region
- Experience in environment/development/climate change
- Ability to grasp new, complex information quickly and distil it into compelling communications content to motivate and influence diverse audiences.
- Skills and knowledge in a range of communication and fundraising areas
- Excellent interpersonal and time-management skills

Reporting and supervising

The Senior Communications Officer will report to the SG 3 Lead with a dotted line to the Head of Communications. The Senior Communications Officer will work in close collaboration with ICIMOD's central Communications Unit, Action Area E, Action Area F, and other SGs, 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. Occasional 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), 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

Three years, with a probation period of six months, with the possibility of extension subject to performance and ICIMOD's future funding levels.

Remuneration

This is an international position at ICIMOD. Remuneration is commensurate with experience and qualifications. Salaries and benefits at ICIMOD are competitive compared with other international organisations. We offer a comprehensive benefits package, which includes a provident fund, health insurance, severance pay, children's education grant, and paid leave (30 holidays and 10 public holidays per year).



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 removal 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, by our staff, representatives, or stakeholders is not condoned or tolerated.

Background to ICIMOD

The International Centre for Integrated Mountain Development (ICIMOD), based in Kathmandu, Nepal, is the leading institute for the study of the HKH. An intergovernmental knowledge and development organisation with a focus on climate and environmental risks, green economies, and sustainable collective action, we have worked in our eight regional member countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan – since our foundation.

Entering our 40th year, ICIMOD is perfectly positioned to support the transformative action required for the HKH to face the challenges of the escalating effects of climate change, pollution, water insecurity, increased disaster risk, biodiversity loss, and widespread socioeconomic changes. We seek to raise our ambition to support the required transformative action to step up our engagement through to 2030.

Method of application

Applicants are requested to apply online before August 25,2023 (11:59 PM Nepal Standard Time) through [ICIMOD Vacancy Application Portal](#).

Only shortlisted candidates will be notified.

