



## Communications Officer

<b>Vacancy #:</b>	6427
<b>Unit:</b>	Asia - Science and Strategy Group
<b>Organisation:</b>	International Union for Conservation of Nature (IUCN)
<b>Location:</b>	Asia Regional Office, Bangkok, Thailand
<b>Reporting to:</b>	Senior Programme Officer Coastal and Marine, Asia
<b>Work percentage:</b>	100%
<b>Grade:</b>	P1
<b>Expected start date:</b>	15 June 2023
<b>Type of contract:</b>	Fixed-term (12 months with possibility of renewal)
<b>Closing date:</b>	31 May 2023

### BACKGROUND

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The Science and Strategy Group (SSG) is considered one administrative entity, and has evolved from the previous Ecosystems and Livelihoods Group, Asia construct. It brings under one umbrella all component thematic programmes in IUCN.

This is a local recruitment. Only Thai nationals, individuals with residence status, or the appropriate employment visa for Thailand are eligible to apply. The remuneration and benefits package for this position is established with reference to the local labour market and in line with the IUCN conditions of service for Thailand.

This position will support the development and implementation of communication strategy and engagement plan to develop and sustain strong relationships within the Asia region and achieve the stakeholder engagement and communication goals of the SSG Unit.

### JOB DESCRIPTION

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#### General SSG Support

- Lead the development and implementation of an SSG communications strategy, in line with the Asia regional stakeholder engagement and communications strategy, with the goal of raising the profile of SSG among key target audiences, supporting fundraising and external relations, and maximising policy impact;
- Lead the development of SSG content for all pages of the IUCN Asia website relevant to SSG's work;
- Lead the development of SSG content to be posted on IUCN Asia (or other IUCN) social media channels;
- Provide IUCN brand management and communications quality control for SSG, and ensure staff understand and adhere to communications guidelines and protocols;
- Lead the development and management of a cloud-based audio-visual content library for SSG.
- Supporting communications training for IUCN secretariat staff, and project partners as part of IUCN SSG project activities;
- Participate in SSG missions and field visits in support of communications objectives;
- Act as focal point for SSG to liaise with the Stakeholder Engagement and Communications Officer, Asia, communications focal points in country offices, the Global Communications Unit at Headquarters, and communications staff in other IUCN units regarding SSG communications activities.

#### SSG Project Support

- Develop communications work plans for each project as needed or desired by project managers. Hold regular meetings with project managers to review progress and discuss upcoming communications activities;
- Produce high quality communications products in a range of formats including reports, publications, brochures, policy briefs, web stories, press releases, short films and social media content. Oversee and manage production processes (including sub-contracting where necessary) for major SSG communications products. Assist project managers with English editing and ensuring brand integrity as required;
- Provide communications support for events, including managing media relations, co-managing virtual platforms, producing audio-visual material as needed, and developing media stories.
- Monitor and evaluate project communications activities.
- Contribute content to SSG project reports as relevant.

#### Other

- Carry out any other relevant tasks as required by, and mutually agreed with, your line manager.

## REQUIREMENTS

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- A relevant undergraduate degree; post-graduate qualifications would be an asset;
- At least 5 years of relevant professional experience;
- Excellent spoken and written English is essential; knowledge of other Asian languages would be a distinct advantage;
- Proficient in the use of MS Office (Word, Excel and PowerPoint) and experienced with print, multi-media and web-based design software/ website management.
- An understanding of current conservation issues in Asia.
- Experience with the production of digital stories using software such as shorthand and experience with graphic design/video editing would be a distinct advantage;
- Proven ability to work effectively with diverse multicultural and multidisciplinary teams;
- An existing network of media contacts/ and extensive practice in media relations in the Asia region;

## APPLICATIONS

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Applicants are requested to apply online through the HR Management System, by opening the vacancy announcement and pressing the "Apply" button at:

<https://hrms.iucn.org/vacancy/6427>

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST). Please note that only selected applicants will be personally contacted for interviews.

Other job opportunities are published in the IUCN website: <http://www.iucn.org/involved/jobs/>

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### About IUCN

*IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.*

*Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,400 Member organisations and some 15,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.*

*IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.*

*Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.*

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