

WWF-GEF Project

Integrated Landscape Management to Secure Nepal's Protected Areas and Critical Corridors

POSITION DESCRIPTION

Name	:	
Position Title	:	Communications Officer – Integrated Landscape Management (part-time)
Reports to	:	Project Manager – Integrated Landscape Management

I. Major Function:

The WWF-GEF project, *Integrated Landscape Management to Secure Nepal's Protected Areas and Critical Corridors Project* is executed by the Ministry of Forests and Environment (MOFE), Government of Nepal. The project's geographic scope is the Terai Arc Landscape (TAL), Nepal. The project seeks to achieve the following objective: to promote integrated landscape management to conserve globally significant forests and wildlife. Over the five year project period, the objective will be achieved through the implementation of four interconnected components, namely: 1) National capacity and enabling environment for cross-sectoral coordination to promote forest and landscape conservation; 2) Integrated planning for protected area buffer zones and critical corridors in the TAL; 3) Forest and human-wildlife conflict management for improved conservation of targeted protected area buffer zones and corridors in the TAL; and 4) Knowledge management and monitoring and evaluation. Ultimately, the project will result in the reduction of the threats impacting the corridors and protected areas in the TAL, benefitting the ecological integrity of these largely forested areas, the globally significant wildlife populations that they support, and the resilience of forest dwelling communities. The improved conservation and sustainable management of forest resources will result in habitat connectivity, increased carbon storage and sequestration and restoration of degraded habitats and continued delivery of ecosystem services that support local populations.

Under the direct supervision of Project Manager, s/he will support in documentation and developing communication materials. S/he will contribute in developing content for public outreach activities (radio program, Jaibik platform, etc.). S/he will work in close coordination with project manager, technical staff and field staff to identify success stories and will capture lesson learn. S/he will provide technical backstopping in report publication as well as donor reporting.

II. Major Duties and Responsibilities:

1. Oversees and is responsible for the implementation of the Communications Strategy for GEF

- Serve as a custodian and executant of the Communications Strategy for the GEF project. In close coordination with the Project Manager and other GEF staff, updates the Communications Strategy of GEF and periodically reviews it in view of changing ground realities and program focus. The strategy will identify key behavior changes that are desired to achieve GEF's objectives, the messages involved, target audiences for these messages, and communication methods to reach them.

- The Communications Officer will convert the strategy into doable actions with timelines and budget, and coordinate program resources including its human resources to ensure completion of these strategic actions.
- S/he is responsible for overseeing the monitoring of the strategic actions undertaken.

2. Engage media to promote GEF Project

- Engages with media as indicated by the strategy, as one means to ensure communication of key messages and lessons coming from GEF project, and to promote information about GEF objectives and activities.

3. Coordinate the production of GEF's outreach materials, publications and events

- Oversees and coordinates with the GEF staff to ensure timely production of regular and one-off publications, other communication materials, presentations etc. Ensures high quality production of all materials in line with the communication standards and guidelines where they exist.
- Oversees and as appropriate organizes communication events for GEF, including preparation of materials.
- Handles the GEF website. Promote the use of local language to the extent practically possible including the web.
- Translates and edits communication and outreach materials where applicable.

4. Overall responsibility of documentation and production of success stories and lessons

- Develops opportunities to ensure documentation, production and communication of success stories and lessons with appropriate audiences using the best tools and communication media.
- Maintains close contact with the field reality and ensures that GEF is contributing its learning to local and national audiences, as well as the global conservation and climate change communities.
- S/he will also promote communications learning within GEF, including specific learning around the communication questions in the learning strategy.

5. Support the grantees to communicate about the program and its findings

- Provides GEF information and materials to support implementing the GEF communication strategy, and for the programmatic communications work.
- Ensures that communication materials, presentations etc. are appropriately branded for the core partners, recognizing the contributions that each makes.

6. Build and cement relationship with WWF GEF Agency

- Regularly interacts with the WWF GEF Agency focal (directly and indirectly) to see to it that its requirements and expectations are met generally in terms of communication activities.
- Ensures that the feedback from GEF is passed on to right people in the organization and works towards internalization of such feedback.
- Ensures that GEF branding and marking guidelines are followed in all GEF communications, unless there are authorized exemptions.

7. Provide communication coaching and training

- As needed, provides communication coaching or training to the GEF staff, and other partners including in Kathmandu and the field offices to effectively communicate GEF messages.

8. Any other duties

- Any other duties in relation to the above as assigned by the Supervisor.
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III. Supervisory Responsibility

Supervises and supports consultants, companies and grantees including editors, designers, photographers, video makers, etc. Oversee production process of communications products directly, and also manage contracts for producing products.

V. Working Relationships

Internal: Interacts frequently with WWF Communications team and WWF network communication staff along with the GEF team.

External: Interacts with conservation government officials, other conservation organizations, Grantees, Service contractors, Consultants.

IV. Minimum Work Requirements:

Knowledge: A Bachelors degree, preferably in mass communications or a related field. IT knowledge especially the use of Photoshop and other designing / web designing tools required.

Experience: Candidate must have at least three years of experience in journalism/publications/communication works.

Skills and Abilities: The ideal candidate for this position will have a high level of attention to detail as well as a high level of enthusiasm for his/her work along with strong verbal and written communication and organizational skills. Strong interpersonal and team-player skills are essential. Strong Nepali and English language skills are required. The candidate should have strong IT skills including Microsoft Office programs and design software. S/he should be effectively able to prioritize work, focusing on priorities without forgetting other tasks, and using initiative and good judgement. Ability to work to deadlines is essential. Good facilitation and coaching skills are an advantage. Must be able to travel extensively to the field, in sometimes rugged conditions (up to 25% travel).

Accepted by
Employee: _____

Supervisor: _____

Approved by
Country Rep: _____

