



**International Ecosystem Management Partnership**  
**国际生态系统管理伙伴计划**



**TERMS OF REFERENCE**

**COMMUNICATIONS OFFICER**

**Organization:** UNEP-International Ecosystem Management Partnership (UNEP-IEMP)

**Duty Station:** Beijing, China

**Duration:** 1 year with possibility of extension based on performance

**Deadline for Applications:** September 15, 2015

**Start Date:** Immediately but no later than November 1, 2015.

Applications are invited from suitably qualified candidates for the post of Communications Officer at the UNEP-International Ecosystem Management Partnership. The Communications Officer will report to the Director and directly under his supervision.

**BACKGROUND**

The UNEP-International Ecosystem Management Partnership (UNEP-IEMP) was officially launched in November 2011 and has since become a global centre on ecosystem management and a collaborative centre of UNEP hosted by the Chinese Academy of Sciences (CAS) in Beijing China.

UNEP-IEMP is the first UNEP initiative in the South and for the South mobilizing science to support policy setting for sustainable ecosystem management in developing countries. With its three programmes of Capacity Building and Technology Transfer, Making the Case through Assessment and Demonstration, and Enhancing Science-Policy Interface, it aims to become an international think tank, a technology and knowledge hub, and a centre for capacity building on ecosystem management for developing countries.

The work of UNEP-IEMP directly contributes to UNEP's Ecosystem Management, Climate Change and Environment under Review sub-programmes.

**MISSION**

To provide science, policy, and capacity support to developing countries to integrate ecosystem management approaches into national policies and development plans to enhance the delivery of ecosystem services for human well-being.

## DUTIES AND RESPONSIBILITIES

The Communications Officer will be a core member of the UNEP-IEMP team, in close collaboration with other members of the Secretariat. She or he will be responsible for the implementation of UNEP-IEMP's communications and for collaborating on outreach activities. Specifically, the Officer will be expected to:

1. Implement UNEP-IEMP's communications strategy and work plan under its Medium Term Development Strategy (2014-2017), and the development and implementation of a communications strategy for the launch of the Flagship Programme on Ecosystem, Climate and Livelihood (May 2016).
2. Coordinate media relations, including:
  - Drafting media advisories, press releases, and briefing notes
3. Coordinate the development and dissemination of UNEP-IEMP messages, advocacy tools and other products, including:
  - Outreach activities for dissemination of UNEP-IEMP messages.
  - Preparation of communication and promotional materials, such as, the quarterly bulletins, annual reports, programme/project/event flyers etc...
  - Supporting/coordinating UNEP-IEMP participation in international events, including preparation of material and coordination with partner organizations and individuals.
  - Management and development of the UNEP-IEMP website and other related on-line tools.
4. Monitor and report results and impacts of UNEP-IEMP's communications activities
5. Produce quarterly progress reports for the UNEP HQ
6. Act as the focal point for UNEP's Environmental Education and Training Unit (EETU) and provide relevant information on UNEP-IEMP's activities and initiatives
7. Perform other tasks as requested by the Director

## REQUIRED SKILLS AND COMPETENCIES

- Bachelor degree or higher in one or several fields relevant to the position, such as: communication, social sciences, graphical design/editing, marketing and/or environmental sciences.
- A minimum of five years relevant professional work experience
- Proven experience in the development and/or implementation of communication strategies, website development and the production and design of high-quality dissemination materials.
- Demonstrated experience working in an international context with a variety of stakeholders
- Excellent written and spoken English. Knowledge of French is an added advantage
- Computer proficiency and knowledge of MS Office and Internet applications.
- Good editing skills, with sense for detail.

## APPLICATION PROCEDURE

- Please send your CV, cover letter, and two reference persons to [Yu.Ma@unep-iemp.org](mailto:Yu.Ma@unep-iemp.org). Quote "UNEP-IEMP Communications Officer position" as the email subject.
- Only applicants who are shortlisted will be contacted

### Disclaimer:

1. The successful applicant shall not be a staff member of the United Nations or UNEP but shall sign a contract with the Institute of Geographic Sciences and Natural Resources Research (IGSNRR), Chinese Academy of Sciences, based in Beijing China – the host institution of UNEP-IEMP.
2. The applicant shall abide by the rules and procedures of IGSNRR and must commit to abide by the laws of the People's Republic of China.
3. United Nations or UNEP shall neither be responsible nor liable for any claims which may arise from this employment and IGSNRR shall take full responsibility in this regard.