



VA/PRF/CKM/2022/005

Post Title	Communications and Knowledge Management Specialist
Type	Service Contract
Duty Station	Manila, Philippines
Position type	Full time
Duration	Two-year contract with possible extension subject to performance review
Closing Date	16 December 2022

Organizational Context

Partnerships in Environmental Management for the Seas of East Asia (PEMSEA) is an intergovernmental organization whose mission is to foster and sustain healthy and resilient oceans, coasts, communities and economies across the Seas of East Asia through integrated management solutions and strategic partnerships. PEMSEA Resource Facility provides secretariat, communications and technical services and assistance to partners to implement the Sustainable Development Strategy for the Seas of East Asia Implementation Plan 2023-2027.

Under the guidance of the PRF Executive Director and working closely with various projects and units, the Communication and Knowledge Management Specialist is responsible for both internal and external communications of the strategic activities and communication deliverables under the SDS-SEA IP 2023-2027.

The Communication and Knowledge Management Specialist will design and lead the implementation of PEMSEA communication strategy, including managing the pemsea.org website and traditional and social media (e-bulletins, e-publications and videos in English) and work with various projects to promote and facilitate the transfer of information, experience and good practices developed and contribute project information to IWLEARN. The specialist ensures that the project results and impacts are disseminated effectively to the most relevant target audiences, primarily, PEMSEA partners and network members and other relevant policy makers, business, academe, youth and local communities.

Duties and Responsibilities

Communication, the Specialist will:

1. Implement internal and external communications standards and templates in line with the adopted communication strategy;
2. Maintain, feed and improve pemsea.org website and social media presence;
3. Take the lead on content development (research, write and publish communication pieces) for the website and social media;
4. Advise ED and PRF staff/project teams on effective strategies for reaching internal and external audiences on events, opportunities, news, and new resources;
5. Promote and develop working relationships with media houses and project partners;
6. Organize media events such as interviews, panel discussion, town hall meetings, etc., to engage the public and build awareness on relevant issues and opportunities;

7. Disseminate communication materials, key messages and products among the wider range of PEMSEA stakeholders, prioritizing key stakeholders (e.g., country and non-country partners and focused targets on specific projects); identify and prioritize the most cost-effective means of dissemination of SDS-SEA;
8. Coordinate with National Focal Points, Project Country Coordinators, project partners and collaborators on the translation of their communication materials
9. Ensure the compliance of messages, publications, videos, communications with PEMSEA and funders' branding and policies;
10. Undertake the above in coordination with the Management Committee, communications team of ATSEA-2 project, UNDP, IMO and other partners in regards to calendaring media events, developing and disseminating communication materials in print and social media
11. Carry out additional responsibilities as may be assigned from time to time by the ED.

Knowledge Management, the Specialist will:

1. Ensure the use of information and project results generated by the knowledge management platform (ex. PEMSEA SEA Knowledge Bank) and other initiatives into capacity building, training and exchange of experiences;
2. Coordinate and organize the knowledge management activities, setting clear objectives and deliverables based on annual work plan;
3. Promote knowledge sharing and collaborative tools to facilitate sharing of ideas and work among country and regional teams, and project partners;
4. Share experiences across communities of practice and networks on innovative approaches in knowledge sharing, including preparation of case studies;
5. Help monitor and evaluate the knowledge sharing program, including external benchmarking and evaluation programs/opportunities;
6. Liaise and collaborate with other partners and the IWLEARN GEF Project, in disseminating knowledge beyond the project;
7. Perform other related duties as required.

Competencies

- Solid knowledge and experience in communications, including strategic communication; knowledge sharing, including e-platforms;
- Experience in developing communication products, including technical briefs, program updates, newsletters, etc. for a variety of audiences including members, donors and external partners;
- Solid experience with managing and maintain websites and social media;
- Working knowledge of GIS to support data visualization activities;
- Ability to think and work logically and work precisely with attention to detail;
- Ability to write clearly and concisely;
- Ability to edit and proofread technical/project reports;
- Likes taking photos, audio visual documentation; Initiative, sound judgment and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds;
- Knowledge of specialized software, including e-learning platforms, WordPress, InDesign, and others;
- Demonstrable interest in communication, including evidence of uptake and use.

Other Desirable Skills

Has own initiative, strong conceptual abilities, sound judgment, strong liaison and networking skills, strong interest in coastal, marine and fisheries sector related to the mission of the PEMSEA.

Qualifications

Education: Bachelor degree in communication, public policy, information technology, social development or other related fields.

Work Experience: A minimum of 5 years of progressively responsible work experience in the area of communications, particularly in translating policy/technical language to easily accessible language. Experience in working with coastal, river basin, marine, maritime and fisheries sector is desirable.

Submission of Application

Qualified candidates may submit their application together with complete Curriculum Vitae to the Recruitment Officer, via email to recruitment@pemsea.org . Kindly indicate the vacancy reference number and post title when applying (in the subject line) by email. The deadline for submission of application is **16 December 2022**. Applications received after the closing date will not be considered. Only those candidates that are shortlisted will be notified.

PEMSEA seeks to increase the number of women at senior levels and therefore, qualified women are particularly encouraged to apply. PEMSEA will make every effort to facilitate the employment of persons with disabilities.

For more information on PEMSEA, please visit www.pemsea.org