



VA/PRF/CKM/2024/006

Post Title	Communications and Knowledge Management Specialist (Philippine national or residents only)
Duty Station	PEMSEA Resource Facility, DENR Compound, Quezon City, Philippines
Position type	Full time
Duration	Two-year contract with possible extension subject to performance review
Closing Date	30 September 2024

1. Background

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 (SDS-SEA) Implementation Plan 2023-2027, whose activities include the communication objectives and targets of the GEF/UNDP/ASEAN Project on Reducing Pollution and Preserving Environmental Flows in the East Asian Seas through the Implementation of Integrated River Basin Management (IRBM) in the ASEAN Countries.

The IRBM project is a 5-year project (2023-2027) with the goal of establishing functional IRBM mechanisms in priority river basins/sub-basins in the six ASEAN Member States (AMS), i.e., Cambodia, Indonesia, Lao PDR, Malaysia, Philippines and Viet Nam, to reduce pollution, sustain freshwater environmental flows and adapt to climate change vulnerabilities.

Under the guidance of the Regional Project Manager and working closely with the IRBM Project Staff at PRF, National Coordinators and National and Local Government partners in the 6 AMS, the Communication and Knowledge Management Specialist is responsible for both internal and external communications of the strategic activities and communication deliverables of the IRBM Project in support of the implementation of the SDS-SEA Implementation Plan 2023-2027.

The Communication and Knowledge Management Specialist will design and lead the implementation of the IRBM Project's communication plan, including managing the IRBM microsite and e-portal of the pemsea.org website and traditional and social media (e-bulletins, e-publications and videos in English) and 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.

2. Duties and Responsibilities

Communication, the Specialist will:

1. Review the project's Communication Plan, update as necessary based on developments in the project sites and lead its implementation and reporting of progress;

2. Document and promote the Project's progress, milestones, and key accomplishments through human-interest stories, media releases/articles, and other relevant narratives.
3. Develop and curate social media content to ensure visibility of the Project and its key messaging in across social media platforms;
4. Advise RPM and PRF project 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 outfits 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. Coordinate with partners and collaborators on the translation of their communication materials;
8. Ensure the compliance of messages, publications, videos, communications with PEMSEA and funders' and development partner's branding and policies;
9. Undertake the above in coordination with the PRF Management Committee and other PRF projects and partners in regards to calendaring media events, developing and disseminating communication materials in print and social media
10. Carry out additional communications responsibilities as may be assigned from time to time by PRF, and as cleared by the RPM.

Knowledge Management, the Specialist will:

1. Maintain, feed and improve the IRBM microsite and e-portal as part of the pemsea.org website, including social media presence;
2. Take the lead in transforming technical documents into popular communication materials for the IRBM microsite and PEMSEA website and social media;
3. Contribute IRBM project-related articles and updates to the monthly PEMSEA e-bulletin;
2. Ensure the use of information and project results generated by the knowledge management platform (e.g., PEMSEA SEA Knowledge Bank) and other initiatives into capacity building, training and exchange of experiences;
3. Coordinate and organize the knowledge management activities, setting clear objectives and deliverables based on annual work plan of the IRBM Project;
4. Promote knowledge sharing and collaborative tools to facilitate sharing of ideas and work among country and regional teams, and project partners;
5. Share experiences across communities of practice and networks on innovative approaches in knowledge sharing, including preparation of case studies;
6. Help monitor and evaluate the knowledge sharing program, including external benchmarking and evaluation programs/opportunities;
7. Liaise and collaborate with other partners and the IWLEARN GEF Project, in disseminating knowledge beyond the project;
8. Perform other related KM duties, as maybe required.

3. 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;

- 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.

4. 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.

5. Education

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

6. 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.

7. 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 **30 September 2024**.