



Announcement No: POC-018-24
Opening Date: 3/01/2024
Closing Date: Until Filled

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Office of the Director

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EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Communication Officer** for the GEF-7 Project at the Department of Environment, Climate Change, and Emergency Management (DECEM), FSM National Government in Palikir, Pohnpei FM 96941.

Overview of the GEF-7 Project:

The Project, titled “Securing Climate-Resilient Sustainable Land Management and Progress Towards Land Degradation Neutrality in the Federated States of Micronesia”, is a six-year (2024-2029) project funded by the Global Environment Facility (GEF) through the United Nations Development Program (UNDP) and executed by the Department of Environment, Climate Change and Emergency Management (DECEM), Federated States of Micronesia. The proposed project aims to secure critical ecosystem services in the Federal States of Micronesia’s (FSM) through climate-resilient sustainable land and coastal management contributing to Land Degradation Neutrality (LDN).

The long-term goal is to support achievement of all five objectives of LDN which are to: maintain or improve the sustainable delivery of ecosystem services; maintain or improve productivity in order to enhance food security; increase resilience of the land and populations dependent on the land; seek synergies with other social, economic and environmental objectives; and reinforce responsible and inclusive governance of land. The objective will be achieved through the following components:

- Component 1. Strengthening the strategic (institutional, policy, regulatory) framework for addressing land degradation
- Component 2. Enhancing information, decision support tools and capacity for addressing land degradation
- Component 3. Embedding climate-smart sustainable land management in critical landscapes and coastal zones (demonstration activities)
- Component 4. Effective knowledge management, gender mainstreaming, and M&E

The Position:

The CO will be directly responsible for timely and high quality delivery of the communication, awareness activities and information and knowledge sharing. The officer will work under the guidance of the Project Manager and National Technical Coordinator and support the state Project staff, different partners and stakeholders in the project area. The key responsibilities will be to support all activities under Component 4, including coordination of the State Technical Coordinators and State Stakeholder Engagement Officers in the delivery of communication, awareness and knowledge management activities and of the following:

A. Project Communications for advocacy and awareness

- Network and coordinate with implementing partners and external partners, both current and potential, on project matters. This includes representing the Project at meetings, workshops, conferences, and other opportunities, as identified by the Project team.
- Ensure timely and quality production of advocacy and branding materials such as periodicals, annual and donor reports, briefing notes, picture stories, videos, etc. The Communications Officer will develop and archive communication materials, including digital, such as publications, press releases and clippings, photographs, audio-visual materials, web resources etc. (Output 4.2)
- Support and coordinate development and implementation of the Project's Communication Strategy with the PMU and multiple partners in each state, seek alignment on key messages, brand, and oversee roll out of events, materials, and activities (Output 4.1)
- Assist in organizing and generating public support for special events and campaigns to promote strategic conservation goals (Output 4.1)
- Strengthen and expand communications strategy to build awareness and support for ecosystem services and effective management more widely and effectively. (Output 4.1)
- Leverage peer-to-peer learning among partners. (Output 4.2)
- Document best practices and maximize opportunities for increased engagement and buy-in for stakeholders, partners and government leaders. (Output 4.2)

B. Communications and Knowledge Management

- Work with PMU and State Stakeholder Engagement Officers to strengthen the presence and support of the project on the ground through active engagement and information sharing with key project stakeholders including other national and regional projects, government counterparts, Project Board and committees, and beneficiaries/communities.
- Facilitate development of a SLM/LDN platform and portal, working with the IT consultants to input information and knowledge and train users of information (Output 4.2)
- Coordinate development of communication and awareness materials for the project to ensure visibility of the project achievements and good practices, including promotion of SLM/LDN awareness in schools (Outputs 4.1 and 4.3)
- Help develop and support implementation of a communications monitoring plan.
- Monitor and evaluate impact of communication materials and advocacy events/campaigns to target audiences (Output 4.1).
- Support organization of workshops, seminars, campaigns, events and project review meetings including agendas and meeting minutes. (Output 4.1)
- Develop and maintain contact information, materials and relationships with journalists and media outlets (print, TV, radio, web etc.) within and outside the FSM to increase coverage of conservation issues in the media (print, broadcast and digital). Specific activities may include:
 - Draft and edit articles, press releases and other advocacy/information materials.
 - Collaborate with the media by organizing project site visits, facilitate photo coverage and TV footage and utilizing both web-based and traditional media as appropriate.
 - Monitor and evaluate the use and effectiveness of media materials. Maintain a library of media coverage, clippings etc.
- Maintain and manage project portals/library (e.g. Dropbox, National Environmental Portal, etc.).

C. External Communications and Partner Engagement

- The Communications Officer will work closely with the PMU and state staff to ensure that relevant project materials such as reports, factsheets, info-graphics, etc. are developed and disseminated to donors and target groups through relevant media and network channels;
- Maintain information portals and social media sites (e.g. Facebook, Twitter and YouTube) such as daily monitoring, posting and content development, and (output 4.2)
- Identify opportunities and support for South-South collaboration in knowledge exchange, sharing and dissemination (Output 4.3)
- Organize and/or participate in meetings, fora and workshops as needed.

D. Team Planning, Management and Coordination

- Interface closely and communicate regularly with team members to provide timely updates and input regarding campaigns, program deliverables;
- Support planning and implementation of team retreats/trainings, workshops, etc. when applicable, including facilitation of any social marketing related sessions or components, and;
- Represent the team in calls, meetings and workshops within UNDP and FSM related to communications, in order to ensure cross-learning and application of new approaches to the Project

The Incumbent:

- Associate's degree in social science, marketing, communications or related field and 7+ years of experience in a previous communications role, OR a Bachelor's degree and 5+ years of experience;
- Previous experience working on social marketing, communications, and/or community mobilization in an international context;
- Knowledge of and experience with the basics of marketing--branding, positioning, understanding key audiences, etc.;
- Demonstration of extensive social media experience is an added advantage;
- Candidates with basic design and layout skills and proficient in using Adobe Photoshop or other programs are an added advantage;
- Excellent written and oral English communication skills are required;
- Advanced working knowledge of MS Office (Word, PowerPoint, Excel and Publisher);
- Demonstrated ability to interact, coordinate, and collaborate with local partners and stakeholders;
- Outstanding interpersonal, oral and written communication skills, with the maturity, integrity, and cross-cultural experience to gain the trust and confidence of the project's donors, leadership, staff, colleagues, and partners, and;
- Ability to work independently and as part of a team.

Salary:

The annual salary is \$18,000 per annum depending upon qualification of the applicant.

To Apply:

Submit application, resume via mail or email to the following addresses:

Department of Environment, Climate Change and Emergency Management (DECEM)

P.O. Box PS-69

Palikir, Pohnpei FM 96941

Email: Rosalinda.yatilman@decem.gov.fm

Office of Personnel

P.O. Box PS-35

Palikir, Pohnpei FM 96941

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The office of Personnel will be accepting application and resume from March 01, 2024 until filled

THE FSM AN EQUAL OPPORTUNITY EMPLOYER