

## Job Vacancy Announcement

Reference No:	002
Project:	ASEAN-German Climate Action Programme (CAP)
Position:	Communication Advisor
Location:	Jakarta - Indonesia
Expected to join:	a.s.a.p.
Reporting to:	Principal Advisor of ASEAN CAP

### About GIZ

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German implementing organization which provides services worldwide in the field of international cooperation for sustainable development.

### About the project

GIZ has a record of more than 50 years of cooperation with the Association of the South East Nations (ASEAN). GIZ in cooperation with the ASEAN Secretariat is currently preparing the implementation of the project "ASEAN-German Climate Action Programme" (CAP). Key political partners are the Environment Division of the ASEAN Secretariat and the ASEAN Working Group on Climate Change (AWGCC). The objective of this project is to improve cooperation within ASEAN for implementing ambitious climate policies. Three interacting outputs have been defined for achieving the module objective: The aim of Output 1 is to strengthen the institutional and individual capacity of the ASEAN bodies relevant to climate policy. In Output 2, the project will assist ASEAN to enhance its visibility in the international dialogue on climate policy. The activities in Output 3 support ASEAN and its member states to better to align their respective climate policies with one another.

GIZ seeks a qualified Indonesian candidate for one (1) position of:

## Communication Advisor

### A. Responsibilities

- Coordinate the work of the communications task of the GIZ ASEAN Climate Action Programme, identify synergies and implement joint products, events and approaches across projects within the ASEAN Climate Action Programme;
- Establish and coordinate communication strategy for the GIZ ASEAN cluster that contribute to enhancing the branding of the unit/cluster and as a consequence partnership;
- Oversee the development and implementation of an overarching PR and communications strategy for projects under the umbrella of the GIZ ASEAN Cluster & Climate Action Programme, in close coordination with technical advisors of GIZ projects and GIZ Country Office Indonesia & ASEAN;
- Establish and manage better collaboration with media, journalists and social media influencers that are relevant with the ASEAN and the Climate Action Programme objectives and the topics of climate change policy, and utilize and expand on his/her existing network with above mentioned stakeholders and other important multipliers;

- Act as ASEAN Climate Action Programme interface to the communications team within the GIZ ASEAN Cluster as well as other groups (such as the Climate Policy Thematic Group), provide quality control and alignment of GIZ corporate branding and design guidelines with all communications materials developed within the programme, and collect inputs to COI;
- Perform editorial work on reports (e.g., CAP annual/quarterly/bi-monthly/post-event/evaluation reports), PR & communication materials and knowledge products of ASEAN Climate Action Programme in both English and Bahasa Indonesia to ensure high linguistic quality
- Provide content updates on ASEAN Climate Action Programme website and knowledge platforms and social media
- Generate creative ideas, lead the content creation and impactful utilization of raw footage provided by the multimedia/video professional, and its dissemination to target audiences
- Support the project's Principal Advisor and Technical Advisors in their role, esp. on partner engagement.

In this context, the position holder fulfils the following tasks but not limited to:

## **B. Tasks**

1. Provides support to the planning and design of internal and external strategies for communications and outreach focusing on achievement of the following results:
  - Conduct of communications needs assessments for ASEAN Cluster & Climate Action Programme;
  - Development/production of communication and advocacy instruments and materials for marketing and awareness-raising campaigns, including briefing materials and press releases in coordination with the Technical Advisors;
  - Set-up and coordinate the work of the Communications ASEAN Cluster & Climate Action Programme by drafting TOR of the unit, schedule meeting sequences, prepare joint communication plans and follow-up on their implementation;
  - Coordinate the work of the Communications to standardize communication approaches and make sure GIZ corporate identity and communications rules & regulations are well understood and applied by the ASEAN Cluster & Climate Action Programme;
  - Provide information circulars and info briefings to project staff on how to adhere to corporate identify rules, logo usages, etc. and provide advice and quality control.
  
2. Ensures the implementation of the office publications strategy and plan focusing on the achievement of the following results:
  - Oversee and steer the development of a communication strategy for projects within the GIZ ASEAN Cluster & Climate Action Programme, defining passive and active communication channels and tools, identify the target audience, media outreach plan, and various means of communications (electronic-print etc)
  - Oversee the implementation of above-mentioned communication strategy, acting as advisor to and working closely with communications and media related staff across GIZ energy projects
  - Coordinate PR & Communication activities with technical advisors, communications of other GIZ Projects and GIZ Country Office Indonesia;
  - Design, produce, publish, and disseminate communication instruments/tools to mainly national but also international audience;

- Act as interface to the GIZ Country Office Indonesia and take responsibility for quality control and alignment with GIZ corporate branding, identity, and design guidelines, and include Communications Advisors where appropriate;
  - Support drafting and implementation of the ASEAN Climate Action Programme communication strategy and action plan.
3. Provides support to the provision of media relations and outreach focusing on achievement of the following results:
    - Pro-actively operate a network with journalists, influencers, news media and communication outlets or other partners related to outreach;
    - Organize outreach events with media (briefings, etc) for the ASEAN Climate Action Programme and others;
    - Compile and actively disseminate media information materials internally and for specific target groups;
    - Support media monitoring undertaken by ASEAN Cluster & Climate Action Programme and regional communication consultants;
    - Support implementation of ASEAN Cluster & Climate Action Programme activities related to media.
  4. Provides support to the provision of knowledge products and management focusing on achievement of the following results:
    - Develop creative content and knowledge products about topics, aiming at increasing the knowledge and awareness about climate change policy in ASEAN;
    - Design and send regular external ASEAN Cluster & Climate Action Programme, newsletter, coordinating and editing the inputs to be drafted by project advisors to create content;
    - Conceptualize, plan, write and edit and operate the communication of success stories / achievements, e.g., of activities and pilot projects.
  5. Other duties / additional tasks
    - Subject to discussions with the Principal Advisor/Team leads for ASEAN Cluster & Climate Action Programme, the Advisor may be allocated additional tasks and other duties for shorter periods;
    - The Advisor shall be prepared to work in different GIZ offices in Jakarta or in regions on regular schedule and to work on ASEAN Cluster & Climate Action Programme related issues as well as cross-program topics.

### **C. Required qualifications, competences and experience**

#### **Qualifications**

- At least a Bachelor's degree in relevant field of work, e.g., Media/Communications, Social Journalism, Marketing Communication, international Relations or any other related field;
- Experience in using social media platforms, computers and office software packages, good knowledge and experience in handling of web-based management systems and newest communication methods;
- Proven track record of previous PR work matching the tasks above and network of journalists or multipliers in Indonesia;
- Very good communication skills in English and Bahasa Indonesia, including speaking and writing.
- German language skill is an additional asset.

**Professional experience**

- At least 5 years professional experience in the field of PR & communications planning/strategizing as well as implementation, preferably in climate change topic;
- Proven success and creativity in applying direct and indirect communication strategies, channels and messages to broad audiences (public, youth, media, etc.), breaking down technical content to easily digestible messages (social media, print media, etc.);
- Prior working experience in climate change-related public and/or private sector is advantageous;
- Regional experience or prior work in a global organization/event is preferred;
- Experience in events preparation, coordination and organization;
- Experience as a facilitator and/or moderator is a plus.

**Other knowledge, additional competences**

- Proven extensive network with media and PR stakeholders including influences and multipliers;
- Able to think conceptually, creatively and collaboratively on all elements of communications work;
- Demonstrated ability to work effectively in a fast-paced office environment, both independently and as part of a global team;
- Excellent interpersonal communication skills, including the ability to encourage collaboration with other programs, international offices, and partners;
- Aware of social and intercultural sensitivities, flexible and possess a sense of diplomacy;
- Adaptable to rapidly changing priorities and able to manage multiple deadlines and deliver high quality work products;
- Willingness to up skill as required by the tasks to be performed – corresponding measures are agreed with management;
- Availability to travel within ASEAN countries for short-term project visits on short notice.

**Duty Station:** Jakarta

**Joining Date:** as soon as possible

**Direct Supervisor:** Principal Advisor, ASEAN Climate Action Programme

**How to apply:**

Please submit your motivation letter and comprehensive resume (including trainings and list of references) to [recruitment-indo@giz.de](mailto:recruitment-indo@giz.de) by **July 5<sup>th</sup>, 2022**, with subject line **ASEAN CAP – Communication Advisor**.

**Please name your file as follow format:**

**[Your Complete Name] [Motivation Letter/CV/Latest Education Certificate]** (i.e: **Nakula Sadewa\_CV** or **Nakula Sadewa \_Motivation Letter** or **Nakula Sadewa \_Reference**) – *the attachments are not more than 300 KB.*

**Only short-listed candidates will be notified**