

**Transformative Actions for Climate and Ecological Protection and Development
(TRANSCEND)
PN: G-012203-004**

**Job Description
Advisor for Communications
(Band 4)**

Project Description

The Transformative Actions for Climate and Ecological Protection and Development (TRANSCEND) is a joint initiative between the Republic of the Philippines and the Federal Republic of Germany through the International Climate Initiative (IKI).

Designed to raise ambition and align with both international and national climate and biodiversity agendas through local implementation in selected sites, the project is scheduled for implementation from 2025 to 2029. It will support the country's just transition to a climate-resilient, low-carbon, and biodiversity-friendly society, while contributing to the National Adaptation Plan (NAP), Nationally Determined Contribution (NDC), and the Philippine Biodiversity Strategy and Action Plan (PBSAP).

The project is being implemented by a consortium that includes GIZ, Conservation International Philippines Foundation Inc. (CIPFI), Rare, the United Nations Human Settlements Programme (UN-Habitat), and the United Nations Industrial Development Organization (UNIDO), with targeted support from the International Council on Clean Transportation (ICCT), Wuppertal Institute, Clean Air Asia, UP Center for Women's and Gender Studies, Institute for Climate and Sustainable Cities (ICSC), Climate Analytics, and Foundation for the Philippine Environment (FPE).

Main Role

The Communications Advisor conceptualizes and implements innovative and impactful internal and external communications for TRANSCEND and the IKI Interface, ensuring all communications are tailored to their intended audiences.

Major Functions/Duties

1. Communications Advisory and Implementation

- Co-creates and implements a communication strategy for TRANSCEND in neat cooperation with the consortium and government partners' communications officers
- Leads synchronous (e.g., events) and asynchronous (e.g., social media) citizen engagement and public awareness raising activities
- Develops communication products for the project, including the IKI Interface and on pilot projects
- Ensures that activities are appropriately documented and promoted
- Provides support to team, colleagues, and partners in the three geographic areas and throughout the consortium for communications related activities

2. Networking and Cooperation

- Collaborates within team and with GIZ Office Manila, consortium partners, as well as the government agencies for streamlining of messages and outputs
- Coordinates with TRANSCEND output teams to enable streamlining and regular exchange on communications across the project components
- Collaborates with relevant projects, sector networks linked to communications on climate and biodiversity policies to enable synergies and visibility of the project
- Builds and maintains partnerships with consortium partners and other organizations in similar fields

3. Project and Quality Management

- Ensures high-quality communications outputs, including the engagement and supervision of external consultants or interns, as needed.
- Manages contracts of communications-related consultants and ensures that they deliver high-quality outputs on time.
- Ensures that appropriate corporate guidelines, as well as donor requirements, are followed for all communications materials and knowledge products.
- Supports the TRANSCEND management team with monitoring and evaluation, knowledge management, and reporting tasks in line with the requirements of the overall TRANSCEND project.
- Performs other tasks relevant to the job or organizational unit, as needed, and participates in task teams and other corporate or strategy-linked endeavors.

Competency Requirements

- Experience in preparing, implementing, and monitoring communications strategies, ideally for development projects and/or with local government units
- Experience in stakeholder management, organization and facilitation of small and medium sized events and workshops
- Experience in designing logos and brands in co-creative processes
- Experience in writing and designing newsletters, using and developing pictograms, graphics and creating digital, data-based products
- Excellent at using Microsoft software, including MS Office programs (e.g., Word, PowerPoint) and digital communications tools (e.g., Teams, Outlook); Graphic design and video editing experience; strong skills in (audio-)visual communication (particularly: Adobe InDesign, Illustrator, Photoshop)
- Experience in contract management and engagement with service providers a plus
- Strong sense of integrity, accountability, and authenticity; Strategic thinker; enjoys working independently and promotes innovative communication approaches
- Excellent skills in reading, writing, and speaking English and Filipino; ability to convey issues, ideas, and recommendations according to audience; German skills are a plus

Professional Qualifications

- University degree in a field related to communications, journalism, marketing, climate, or development studies
- Minimum of three years professional experience in fields related to communications, event management, facilitation and stakeholder engagement
- Ideally experienced with GIZ or International Climate Initiative (IKI) processes and requirements

Reporting Relationship/Duty Station

The Communications Officer will report to the commission manager and will be based in Makati City. Domestic business travels are required, e.g., to partner offices and project sites in Southern Luzon, the Visayas and northern Mindanao.

Period of the Assignment

Earliest possible date or 1st of September 2026 – 30th June 2028, with a possibility for an extension.