

Job Title: Communications Officer

Office: Integrated Research on Disaster Risk (IRDR)
International Programme Office (IPO)
c/o Institute of Remote Sensing and Digital Earth (RADI)
Chinese Academy of Sciences (CAS)

Location: No. 9 Dengzhuang Nanlu, Haidian District, Beijing 100094, China

Duration: two years initially, renewable subject to satisfactory performance and funding availability

Application deadline: 22 November 2015, no later than midnight China Standard Time (CST)

Background Information

The International Programme Office (IPO) is located at the Institute of Remote Sensing and Digital Earth (RADI), Chinese Academy of Sciences (CAS) in Beijing, China. It is the focal point for the coordination and promotion of the IRDR programme. Led by an Executive Director, the IPO has two supporting scientific/technical staff (Science Officer, Communications Officer,) as well as administrative staff. For more information about the IRDR programme please visit: <http://www.irdrinternational.org>.

Key Responsibilities:

- **Communications Strategy:**
 - Help design, implement and regularly adjust multi-annual communications plan (messaging, partnerships, media, etc.).
 - Update and implement IRDR visual branding (templates, logos, acronyms, names).
- **Content Management:**
 - *Website management (content and oversee design):* writing and editing website content, including collecting and revising news items from networks and partners; managing the calendar of events, blogging, uploading announcements and publications, and enhancing social media functions.
 - *Publications:* support editing and preparation and oversee the design and printing of IRDR-related publications (e.g. annual reports, quarterly newsletter, project reports, posters, etc.), including liaising with vendors (graphic designers, printers, etc.), managing stock inventories, and creating and implementing a dissemination plan.
 - *Photo library:* collect and create an image database (IRDR and IRDR-related events; IRDR themes).

- *Documentation*: archive programme-related documents, including from third-parties.
- **Network Management:**
 - *Contacts database*: supervise development of existing database (used for announcements, dissemination, network building), including IRDR subscribers.
 - *Social media and email marketing*: develop and manage social media accounts (Twitter, LinkedIn and Facebook) to keep audiences informed of ongoing activities, events, publications and announcements.
 - *Media relations*: strengthen local and global media network; prepare press releases.
- **Event Management:**
 - Oversee/design event collaterals (e.g. announcements, banners, abstract book, booths, posters, etc.), including sponsorship packages for IRDR events, and liaise with partners on dissemination.
 - Assist IRDR bodies and the Executive Director in communicating and planning conferences, workshops and other programme activities.
- **General Communications Support:**
 - Other communication duties assigned by Executive Director.

Competencies / Expectations

- **Professionalism**: able to undertake responsibilities at an international programme. Ability to produce accurate and concise communication on complex scientific and societal multi-stakeholder related topics.
- **Accountability**: takes responsibility to deliver outputs within the agreed time, seeks cost effective solutions and adheres to quality standards. Can navigate within the Chinese media landscape and complies with IRDR IPO and RADI (IRDR's host) regulations.
- **Teamwork**: works collaboratively with other staff members to achieve IRDR IPO goals; proactively contributes to improved team performance; actively and creatively expands and the visibility of the programme. Willing to assist and to solicit others' inputs and expertise; keen to learn from others.
- **Planning and Organising**: develops clear goals and working routines consistent with long-term strategies; able to prioritise and adjust activities/assignments; and work independently.
- **Strong interpersonal and multicultural skills**

Requirements

- **Education**: university degree in communications, (science) journalism, public/business administration, international relations, development studies, or another relevant field. A Master's degree is an advantage.

- **Experience:** a minimum of three years of related experience in public affairs and/or (science) journalism, including working with international /intergovernmental organisations and/or science and/or development actors. Familiarity with creating and implementing a communications plan in a complex multi-stakeholder environment is an asset.
- **Knowledge:** of communication and journalism principles as well as website management and social media is essential. An understanding of current issues in disaster risk reduction, climate change adaptation and Sustainable Development Goals is desirable; evidence of communication experience in this field is an asset.
- **Technical Skills:** proficient and versatile use of software programmes (MS Office Suite; Adobe Suite (especially Acrobat, Illustrator, Photoshop); experience in website management (WordPress); and use of social media platforms and other e-dissemination tools, etc.
- **Language:** Excellent command of written and spoken English and Chinese; ability to express oneself clearly in a variety of settings. The working language of the IPO and the IRDR Programme is English and knowledge of Mandarin is essential for engagement with media, exchanges with vendors, daily living etc.

Background Information - About IRDR

IRDR is a decade-long global, trans-disciplinary and cross-sectoral research programme on disaster risk reduction and resilience building. IRDR is co-sponsored by the International Council for Science (ICSU), the International Social Science Council (ISSC), and the United Nations International Strategy for Disaster Reduction (UNISDR). Research and capacity building activities under IRDR address major challenges of natural and human-induced environmental hazards and seek to curb disaster losses through better use of science. IRDR's four core projects focus on: providing a baseline of the current state of the science on integrated research on disaster risk (AIRDR); examining the underlying and root causes of disasters (FORIN); seeking to improve disaster loss databases (DATA); and investigating Risk Interpretation and Action (RIA). IRDR played a key role in shaping the input of disaster risk reduction science and technology into [WCDRR](#) and the [Sendai Framework](#).

How to Apply

Please submit the following documents in PDF format by e-mail to jobs@irdrinternational.org, stating "Application CO Post" in the subject line.

1. Application letter that explains why you are interested in the post and outlining the skills and experiences you bring to the position. Please tell us where you saw this notice.
2. Current CV with your contact details, nationality and residency.
3. A list of three professional references (names, institution / business affiliation, contact information, and indicating their relationship to you).
4. Three writing samples (maximum 10 A4-pages total) from different media. Provide links if available.

Additional Considerations and Next Steps

- Candidates shortlisted for an interview will be contacted during the week of 23 November 2015.
- The first round of interviews will be held via Skype on 30 November or Dec 1st, 2015.
- The successful candidate will sign an employment contract with RADI/CAS.
- If coming from inside China we expect the successful candidate to be on board by 4 January 2016 but earlier is possible.
- If coming from outside China, assistance will be provided for the necessary permits; the successful candidate will begin as soon as permits and visas are in hand.