

CLIMATE CHANGE COMMUNICATIONS OFFICER #2 (FULL TIME POSITION)

ROLES AND RESPONSIBILITIES

- To work closely with the CSOs (Civil Society Organisations) in Tongatapu including the outer islands who are the target audience for this post
- Responsible for the design & development of awareness materials on climate-related issues of CSOs stakeholders for the project.
- Responsible for developing quarterly newsletters, fact sheets/leaflets & posters on the project and distribute these to the target audience (CSOs)
- To conduct awareness programmes on project objectives to key target audience including TV/Radio programs
- To work closely with Project – IT personnel to design and develop short videos documenting lessons learnt/stories shared by DPOs during the course of the project. These videos will be further disseminated and shared widely to CSOs and other key stakeholders of the project.
- To work closely with Project – IT personnel to ensure that awareness materials, news on the project activities and forth are been posted on Social Media (Facebook and websites) of LATA DPO and CSFT to ensure this information is widely shared as much as possible
- To increase awareness of all relevant stakeholders and assist NDA office with the dissemination of information regarding opportunities under the GCF's Enhanced Direct Access Programme.
- Responsible to follow closely all the activities of the project during the implementation stages from the start to the end of the project.
- To capture, collect, store and share photos of all GCF Readiness Activities that will be implemented especially with the target audience.
- Any other duties as requested by the PMC and or CSFT Executive Director.

QUALIFICATIONS & WORK EXPERIENCE

- Bachelor's Degree or relevant Diploma with at least 4 years of working experience

SKILLS & WORK EXPERIENCE

- Must have at least over 4 years of experience working with DPOs in the area of developing communication materials and raising awareness on their issues
- Must have at least over 10 years of experience working in the Civil Society Sector (CSO) at National, Regional and International Level including working with donor partners, development partners and Tonga Government and other key stakeholders
- Has a very good understanding of Climate Change in the Pacific Region & Tonga in the context of DPOs (People with Disabilities)
- Has an excellent understanding of the Civil Society Forum of Tonga (CSFT) and Lavame'ata'eiloa People with Disabilities Association (LATA) and their respective work in relation to Climate Change Issues in Tonga.
- Have very strong leadership skills with critical thinking and can think 'outside the box'
- Personal organization and ability to manage workload
- Has strong communication and interpersonal skills with the ability to address a broad range of audiences and is fluent in both English and Tongan speaking and writing.
- An excellent team leader and player
- Is a people's person and has a good sense of humor

- Can work well with the project Target audience and direct beneficiaries who are CSOs and Community Based Organisations

SALARY RANGE

Salary range will be between TOP\$20,000 – TOP\$30,000 per annum

DURATION

This Project will run for a period of two year (2 years).

PERFORMANCE MONITORING

The Senior Communications Officer #2 reports directly to the PMC.

For further enquiries, please contact the Ministry of Finance (Saane Lolo – Deputy CEO of the AID Management and Resilience Development Division) at slolo@finance.gov.to

Endorse by,

Salesi Pongi

Acting Deputy CEO

Aid Management and Resilient Development Division