



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Position Information

Job Title: Communication Officer  
Department: Environment and Energy Unit  
Reports to: UNDP Environment & Energy Team Leader  
Contract Type: Service Contract  
Classified Level: SB4  
Duration: One year renewable (Until August 2013)

### II. Organizational Context

Cambodia has one of the highest levels of forest cover in Southeast Asia, with approximately 10.7 million hectares of forest in 2006 or 59% of Cambodia's land area. Cambodia also has a relatively high rate of land-use change with Forestry Administration statistics showing that 379,485 hectares of forest were lost between 2002 and 2005/6, a deforestation rate of 0.5% per year.

A future mechanism for Reduced Emissions from Deforestation and Degradation (REDD+) being developed through the UNFCCC provides an opportunity to support Cambodia's efforts to reduce levels of deforestation and help to maintain and protect this natural forest..

The Royal Government of Cambodia has shown early support for the development of approaches to REDD+ with the approval of two pilot sites in 2008 and 2009. In August 2009, the General Department of Administration for Nature Conservation and Protection of the Ministry of Environment, Forestry Administration of the Ministry of Agriculture, Forestry and Fisheries and Ministry of Economic and Finance as representatives of the RGC were granted observer status in the UN-REDD programme. Following this time the RGC with support from UNDP Cambodia and FAO Cambodia, prepared a REDD+ Readiness planning process, which led to the development of the Cambodia Readiness Plan Proposal on REDD+ ("Roadmap"), a document outlining how the country with develop policies and measures to become 'REDD+ ready'.

The Cambodia UN-REDD National Programme forms part of this approach and has been specifically designed to support implementation of the Roadmap, which was been developed by the interim REDD+ Taskforce and stakeholder groups during the period January-September 2010. The UN-REDD programme has four outcomes:

- 1) National REDD+ Readiness Management arrangements and stakeholder consultation;

- 2) National capacity-building towards development of the REDD+ strategy and implementation framework; and
- 3) Sub-National REDD+ capacity-building and demonstration;
- 4) Support to development of the Monitoring system.

The programme design looks to fully incorporate relevant line ministries and agencies with FA, GDANCP and FiA being fully engaged within the implementing structures, while other ministries are engaged within higher level decision making bodies as well as technical assessment and consultation processes. This approach marks the programme out as one of the most highly integrated UN-REDD programmes globally.

A final programme agreement was signed between General Department of Administration for Nature Conservation and Protection of the Ministry of Environment, Forestry Administration of the Ministry of Agriculture, Forestry and Fisheries and Ministry of Economic and Finance representative of the Royal Government of Cambodia and UN-REDD in August 2011. Since this point in time the UN agencies have worked to make initial preparations for the beginning of the programme and an Inception Workshop was occurred the week of the 14<sup>th</sup> of November. At this workshop it was decided that the period from December to March would focus on establishment of the programme with approval of the first annual workplan being scheduled for March 2012.

The Communications Officer will be based in the REDD+ Taskforce Secretariat and works closely on a day-to-day basis with the Secretariat Chief and Deputy Chief.

The incumbent will work as part of the broader Secretariat and National REDD+ Programme team and responding to the needs of that programme where required and appropriate. The incumbent will also work closely with stakeholders from other relevant ministries/agencies, bilateral and multilateral development partners, civil society, indigenous peoples and the private sector – in particular representatives of the media.

The incumbent will look for synergies with different programmes and where possible coordinate activities with that of other programmes or projects and or provide support to those programmes or projects where it is not to the detriment of their own assignment.

### **III. Functions / Key Results Expected**

#### **Summary of key functions:**

To lead in ensuring that information on the National REDD Programme and UN-REDD Programme is communicated effectively to other stakeholders in Cambodia and internationally.

- Develop a communication, consultation and participation strategy for the National REDD+ programme
- Set up and develop communication tools and information for the UN-REDD Programme and national readiness process

- Coordinate engagement with the media and act as a focal point for enquires
- Support the REDD+ Taskforce Secretariat in other relevant activities.

1. Development of a communication, consultation and participation strategy for the National REDD+ programme

- Mapping of the different methods and outlets of communications;
- Mapping of different activities being undertaken by key stakeholder groups related to REDD+;
- Development of a calendar of relevant events;
- Identify different ways in which stakeholder groups can be engaged and the most appropriate approaches to sharing information, consulting and supporting participation on and in the programme;
- Work with different stakeholder groups in the development of a comprehensive communication, consultation and participation strategy

2. Set up and develop communication tools for the UN-REDD Programme and national readiness process more broadly.

- REDD+ Web site (oversight of development, responsible for maintenance)
- Monthly programme updates
- Radio broadcasts or other communication outputs

3. Manage the implementation of the communication, consultation and participation strategy, including:

- Coordinate with other organisations and initiatives in the dissemination of information on the National REDD programme;
- Provide regular updates on National REDD+ Programme progress to stakeholders at the sub-national, national and international level;
- Lead in the design and production of key outputs and their dissemination to stakeholders;
- Develop and review quality of outputs intended for wider circulation produced by consultants or other contracted entities;
- Develop and translate information for distribution to key stakeholder groups;
- Work closely with the consultation and participation technical working group to identify communication needs and lead the development and updating of the communication, consultation and participation plan;
- Ensure the transparency and availability of the information to the various stakeholder groups
- Develop communication materials that can reach the different stakeholders group on the different issue (policies and measures, MRV, benefit distribution system etc.);

4. Support the REDD+ Taskforce Secretariat

- Assist in preparation of project workplan;
- Support the preparation of minutes for wider circulation, and translate and interpretation for foreign project staff and consultants when required;
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## IV. Impact of Results

It is anticipated that the work of the communication officer will have the following impacts:

- A broad range of stakeholders relevant to REDD+ are aware of the National REDD+ programme and the role of the UN-REDD programme within this
- Information on the National REDD+ programme and the UN-REDD Programme are easily available to majority of stakeholders
- Processes for stakeholder engagement are developed in line with the principles listed within the REDD+ Roadmap as well as guidance provided by the UN-REDD Programme
- Communication and consultation processes developed through the National REDD+ programme are effectively coordinated with other initiatives

## V. Competencies

### Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
- Ability to maintain effective rapport with different kinds of people.

### Functional Competencies:

#### *Knowledge Management and Learning*

- Shares knowledge and experience; and
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

#### *Development and Operational Effectiveness*

- Strong analytical skills and the ability to master new material quickly;
- Ability to manage priorities in order to meet tight deadlines; and
- Good communications, interpersonal and report writing skills.
- Creativity and innovation abilities

#### *Leadership and Self-Management*

- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure;
- Ability to manage the work of teams, subordinates and consultants;
- Proven ability to work flexibly and independently as part of an interdisciplinary and/or multi-cultural team; and delivery quality results against tight deadlines; and
- Demonstrated capacity for leadership and management.

## VI. Recruitment Qualifications

Education:	Master degree in English, Information technology, media or other relevant discipline
Experience:	<p>At least 3 years of professional experience in developing and implementing communication strategies.</p> <p>Experience utilising communication tools to reach varied audiences from rural communities to successful business representatives and international representatives.</p> <p>Experience working with a range of different stakeholders to support their engagement and awareness of development programmes or private sector initiatives.</p> <p>Experience working with Government counterparts as well as representatives from development agencies.</p> <p>High computer literate with experience of website design and maintenance and working with graphic design packages is an advantage.</p> <p>Knowledge of UN requirements for consultation and participation would also be an advantage.</p>
Language Requirements:	Fluency in written and spoken English and Khmer

<b>VII. Signatures- Post Description Certification</b>		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Chief Division/Section		
Name / Title	Signature	Date