TERMS OF REFERENCE
Communications Assistant
ICLEI Southeast Asia Secretariat, Inc.

Position title: Communications Assistant (CA)
Direct supervisor: Communications Officer (CO)
Location: Quezon City, Philippines
Classification: Annual contract
Conditions: Project-based, renewable, 6 months probationary
Working hours: Full-time employment of 40 hours per week. Periodic communication with global partners may require work beyond office hours
Starting date: As soon as possible
Salary range: Commensurate to qualifications, inclusive of applicable taxes and government mandatories

About ICLEI

ICLEI - Local Governments for Sustainability is a global network working with more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. Our Members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability.

The ICLEI Southeast Asia Secretariat (SEA), based in Quezon City, Philippines, currently serves ICLEI Members in the Philippines, Indonesia, Malaysia, and Thailand. Established in 1999, ICLEI SEAS currently has 63 members from the aforementioned countries.

ICLEI SEA prides itself on its body of work over the past years, assisting and supporting local governments in the region in their quest towards sustainable development. To date, ICLEI SEA has implemented over 50 major long-term programs and projects in cooperation with over 100 nationally, regionally, and internationally renowned partners. Collectively, they have benefitted over 90 local governments and their over 77 million citizens throughout 7 countries in Southeast Asia.

Over the past years, ICLEI SEA has gained recognition for its efforts in empowering local governments in Southeast Asia by designing, promoting, and drawing external support for programs on urban resilience, low emission development, integrated resource management, and other sustainability themes.
General Function

The Communications Assistant (CA) will primarily assist the ICLEI SEAS Communications Officer (CO) in the development and execution of ICLEI SEA’s organizational and project-focused communications strategies. The CA will also be expected to provide administrative, technical, and communications-related support for the effective and timely conduct of ICLEI SEA programs, projects, activities, and advocacies, as well as in the engagement of ICLEI Member and Network cities throughout Southeast Asia. Additionally, the CA will undertake other regular functions of the Secretariat as necessary.

Qualified applicants must have a good grasp of communications, creatives, and marketing; good oral and written command of the English language; ability to work with minimal supervision; eagerness to learn; ability to work in an international and inter-cultural environment; ability to travel locally and internationally as needed; and willingness to contribute in a team-driven atmosphere. Previous experience in non-profit or environment-related work is an advantage but not necessary. Fresh graduates are welcome to apply.

Specific Duties and Responsibilities

- **Program, Project, Activity, and Advocacy Communications**
  - Create and support the quality assurance of news and feature articles, press releases, blog posts, social media posts, social media campaigns, email campaigns, reports, and other multimedia materials as needed to document and promote ICLEI SEA engagements, events, and advocacies
  - Capture and edit high-quality photos and videos for use in multimedia materials
  - Create graphics and designs for social media posts, letters, slides, posters, infographics, and other multimedia materials as needed
  - Support in activity note-taking and reporting documentation for events and activities as needed
  - Support the logistics, organization, promotion, coverage, and conduct of stakeholder engagements, workshops, meetings, and other events as needed
  - Support the creation of knowledge products such as case studies and policy briefs as needed
  - Support in the recruitment of, management of, and coordination with communications-related consultants and suppliers
  - Proactively collaborate with project teams to ensure communications alignment, integration, and support to overall program and project objectives
  - Support the Communications Officer in other tasks as needed

- **Quarterly Newsletter**
  - Assist in the creation and curation of content for LOGOS, the ICLEI SEA quarterly newsletter
• Social Media Management
  o Create and execute weekly content plans for the ICLEI SEA social media pages on Facebook, Twitter, and LinkedIn
  o Manage the content calendar and ensure multimedia materials are posted on social media in a timely manner

• Website Management
  o Post news, events, opportunities, and other materials on the ICLEI SEA website in a timely manner as needed

• Brand Management
  o Ensure that branding across all communication materials and channels are consistent, visible, and adhere to the branding guidelines of ICLEI and its partners, as applicable

• Secretariat
  o Support in regularly maintaining and updating the contacts database of ICLEI SEA
  o Support the development of communications strategies and plans for new project proposals
  o Attend global ICLEI meetings as necessary

Key Selection Criteria
• Qualifications
  o At least a Bachelor’s Degree in Journalism, Development Communication, Mass Communication, Communication Arts, Marketing, Social Sciences, and related fields. Other degrees may be considered provided that they are supported with relevant professional experiences
  o Proven experience in audience-centric and medium-appropriate writing and copy editing across various styles, including news, features, social media, snippets, and reports
  o Proven English writing and speaking skills
  o Solid and proven background in basic graphics design
  o Background on environment- and climate change-related work
  o Experience in working with NGOs and local governments is a plus
  o Legally able to work and travel in the Philippines as needed
  o Legally able to travel internationally as needed
  o Fresh graduates are welcome to apply

• Technical Competencies
  o Proficiency in Microsoft Office and Google Suite is a must
  o Familiarity in using social media platforms (Facebook, Twitter, LinkedIn, and YouTube) is a must
  o Experience in using visual design and video editing software programs such as Adobe Suite, Affinity Suite, Canva, DaVinci Resolve, or CapCut is a plus
  o Experience in website management and knowledge on the use of content management systems such as Joomla, WordPress, and Mailchimp is a plus
  o Experience in photography and videography is a plus
• Corporate Competencies
  o Commitment to ICLEI’s vision, mission, and values
  o Ability to work independently and with minimal supervision
  o Ability to work as part of a dynamic group in an international and multi-cultural environment
  o Ability to work under pressure and express one’s self articulately and with tact
  o Ability to address conflicts proactively and continuously strive for mutually acceptable solutions
  o Intellectual and social flexibility to handle multiple tasks without compromising both the quality of outputs and project deadlines
  o Creative, motivated, willing to learn, highly organized, and with keen attention to detail

Interested candidates are requested to apply on or before 31 October 2023 (Tuesday) at 17:00 GMT+8 by sending the following documents through email with subject “COMMUNICATIONS ASSISTANT – [LAST NAME, FIRST NAME] to iclei-sea@iclei.org with chris.hidalgo@iclei.org in cc.

Please send all materials in one .pdf file.
  • 1-page cover letter addressed to Mr. Victorino Aquitania, ICLEI Southeast Asia Regional Director, which outlines your experience, qualifications, salary expectation, and why you feel you would be the right choice for this position
  • Latest CV
  • Accomplished Key Selection Criteria Response form
  • Portfolio of writing samples, if any
  • Portfolio of design samples, if any

Please use English for all communications. Applicants who do not comply with the instructions above will not be considered. Only successful candidates will be contacted. No phone call is entertained. For more information about ICLEI Southeast Asia Secretariat, visit http://icleiseas.org/.