

POSITION DESCRIPTION

Updated: November 2013

Position Title: Communication Specialist	Grade / Levels: Technical Specialist
<p>Department/unit: The Communication Specialist will be assigned to work under Deputy Executive Director and Executive Director as Communication Specialist will have to undertake all institution level communication responsibilities to promote activities of ADPC and Knowledge management functions.</p>	
<p>Background & Rationale</p> <p>The Asian Disaster Preparedness Center (ADPC) was established in 1986 to support the advancement of safer communities and sustainable development, through implementing programs that reduce the impact of disasters upon countries and communities in Asia and the Pacific.</p> <p>ADPC is recognized as the premier regional resources center for disaster risk reduction (DRR) and Over the past 25 years, ADPC has collected a considerable amount of DRR knowledge and best practices from the region under the various projects and programs. The communication specialist will play an important role of documentation of project outcome and disseminating the good and sound practices and knowledge to our partners and stakeholders in the region as part of ADPC Core Principles. We are looking for a Communication Specialist to join our team that will further strengthen the work we are doing in the region.</p>	
<p>Duties and Responsibilities:</p> <p>The Communication Specialist will support the management on the following issues:</p> <p><u>Documentation in capturing the ADPC project related experience and dissemination</u></p> <p><u>Specific tasks:</u></p> <ul style="list-style-type: none"> • Development of case studies, information products etc. capturing the project outcome, good and sound practices as special publications, feature articles for newsletter, ADPC web site, newspapers etc. • Assistance and technical contributions in development of ADPC publications(such as ADPC strategy document, proceedings of conferences and other events) • Resource inputs to thematic Departments in documentation of project experience, development of promotion material, advocacy material, products for awareness creation • Development documents promoting needs of most vulnerable groups such as gender related interventions, interventions related to vulnerable community segments such as aged, people with disabilities, etc. <p><u>Managing ADPC Outreach Activities</u></p> <p><u>Specific tasks:</u></p> <ul style="list-style-type: none"> • Coordination and external relations (correspondence and liaise with International and national media) in promoting ADPC activities and image building • Resource inputs in Implementation of media and communication strategy • Publication of quarterly newsletter-Asian Disaster Management News(all related functions from collection of articles to publication of the newsletter) • Organize briefings on ADPC activities, ADPC strategy 2020 etc. with external parties visiting ADPC • Organization of events to improve internal communication and knowledge sharing between departments 	

- Compilation of Monthly activity reports, ADPC annual report etc.
- Organize media events, press conferences, exhibitions, electronic discussion forums etc.
- Resource inputs for event management (annual technical conferences, Brian ward lecture etc.)

And other tasks assigned by the DED and ED

Supervisor(s): Deputy Executive Director and Executive Director

Required Qualifications / Selection Criteria:

Qualifications and experience:

- Degree in a Disaster Management or Information Technology or Communications or related subject.
- Minimum 5 years of International experience in similar capacity
- Excellent research skills
- Demonstrated skills in documentation and knowledge management interventions.
- A high level of computer literacy and excellent command in English language. Proficiency in any other languages will be an additional qualification
- Good interpersonal and communication skills.
- A positive and flexible attitude to work.

Preferable skills:

- Experience in writing project proposals.
- Experience in managing the content of a website.
- Experience in working in the Asia Pacific region.
- Development of video and audio documentaries will be an added qualification

This is essentially a desk-based role which may include some international travel.

This is a project based position. Initially One (1) year contract will be provided with possibility of extension base the performance of the candidate and the availability of funds

How to apply: Please send your application (using ADPC format) with a detailed C.V and a brief cover letter explaining why you think that you are an outstanding candidate for this position. Please indicate the professional affiliation and Position Title in the cover letter clearly.