**Communications Manager (Category 2)**

1. **Objective(s) and Linkages to Reforms**

The Reform Support Team (RST) at the Ministry of Environmental Protection and Natural Resources of Ukraine (MEPNR) is composed of a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by international donors to provide targeted technical support and assist the Ministry in the design and implementation of priority reforms. The RST will assist in filling the capacity gaps in the design and implementation of priority reform strategies and programmes, while strengthening links and partnerships between the MEPNR’s priorities and relevant donor support.

Communication is an indispensable part of the reform and recovery process. Consistent and comprehensive communication is needed to ensure public awareness and understanding of MEPNR and RST efforts and adequate involvement of civil society organisations. The RST is seeking a qualified communications professional to support the Ministry in the development of communication strategies of reform and recovery initiatives and policies.

1. **Position and Reporting Line**

The Communications Manager will work in close cooperation with MEPNR’s Public Communication Department on the implementation of the wartime communication plan of the Ministry. Moreover, the Communications Manager will assist the RST experts in drafting and implementing communication strategies and plans for the reforms in the field of environmental protection.

The Communications Manager will be subordinated to the RST Director.

1. **Duration and Proposed Timeframe**

The initial consultancy assignment is expected to start in September 2023 and has an estimated duration of 12 months. This assignment has an opportunity for extension, subject to the availability of donor funding, consultant’s performance, and the specific needs of the RST.

1. **Main Duties, Responsibilities and Deliverables**

*Main Duties and Responsibilities:*

1. Implementing the wartime communication plan of the MEPNR in close cooperation with MEPNR’s Public Communication Department, including:

* conducting media monitoring of incidents of environmental crimes committed in Ukraine;
* preparing informational digests on environmental crimes in Ukrainian and English languages, distribution of digests to international experts and media;
* coordinating interviews and commentary of the Ministry’s experts to international media outlets;
* preparing content (press releases, posts, tweets, infographics) for the Ministry’s website and social media pages;
* preparing draft statements, talking points and presentations for the Ministry’s experts for high-level international meetings and events, following-up with post-meeting coverage and reports.

2. Developing and implementing communication strategies and plans for reforms in the environmental protection domain in close cooperation with RST experts:

* proactively planning and suggesting reforms related communication materials, and draft content (e.g., press-releases, info sheets, op-eds, etc.) for mass media and the Ministry’s website;
* development of articles, leaflets, infographics and other explanatory materials for various target audiences;
* assisting in the organisation of public events for Ministry and RST speakers reporting on reform progress;
* establishing and developing cooperation with national media outlets to promote reforms in the field of environmental protection.

*Expected Deliverables*

- media monitoring of incidents of environmental crimes conducted, weekly informational digests on environmental crimes prepared in Ukrainian and English and distributed to international experts and media;

- content (press releases, posts, tweets, infographics) for the Ministry’s website and social media pages prepared as per requests of the MEPNR’s Public Communication Department;

- draft statements, talking points and presentations for the Ministry’s experts for high-level international meetings and events prepared as per requests of the MEPNR’s Public Communication Department;

- communication strategies and plans for key reforms in the field of environmental protection drafted and implemented in cooperation with the RST experts;

- articles, leaflets, infographics and other explanatory materials for different target audiences prepared in cooperation with the RST experts;

- work performance reports prepared and approved on time.

1. **Qualifications, Skills and Experience**
   1. ***Qualifications and Skills***:

* Bachelor’s degree in Journalism / Communications / Media Studies / Political Science / Information Management (Master’s degree preferred)
* Strong analytical, communication and presentation skills
* PC literacy (advanced PowerPoint, Project, Excel, Word skills)
* Fluency in Ukrainian and English
  1. ***Professional Experience:***
* Minimum 5 years of general professional experience
* Minimum 3 years of experience in Communications, Journalism or Marketing
  1. ***Other Experience:***
* Proven knowledge and professional experience in communications
* Prior experience of work in donor funded projects or in public institutions is a plus
* Preferably a good understanding of environmental protection and familiarity with the reform agenda in Ukraine
* Experience of providing consultancy services in communications to government agencies will be an asset
* Excellent interpersonal and intercultural skills
* Ability to work under pressure and meet tight deadlines

1. **Funding Source**

The funding source of this assignment is the EBRD Ukraine Stabilization and Sustainable Growth Multi-Donor Account (MDA). Contributors to the MDA are Austria, Denmark, Finland, France, Germany, Italy, Japan, the Netherlands, Norway, Poland, Sweden, Switzerland, the United Kingdom, the United States and the European Union, the largest donor.

Please note that selection and contracting will be subject to the availability of funding.

1. **Submissions**

Submissions must be prepared in English only and be delivered electronically by 18 August 23.59 (Kyiv time), 2023 to [rst.mepr@gmail.com](mailto:rst.mepr@gmail.com). All submissions must include a completed Application Form [*provide link to download*], NDA Form, the candidate’s Curriculum Vitae and Reference Letter from a recent supervisor (original in English, or Ukrainian with English translation) together with the contact details for two further referees who, if contacted, can attest to the professional and/or educational background of the candidate.

Only applications which are submitted using the correct template and are fully completed will be considered.

1. **Selection Procedure**

Following the evaluation of all applications received, selected candidates may be invited to the tests. Only shortlisted candidates will be invited to the interview.