Job Title: Communications Officer

Office: Integrated Research on Disaster Risk (IRDR)
International Programme Office (IPO)
c/o Institute of Remote Sensing and Digital Earth (RADI)
Chinese Academy of Sciences (CAS)

Location: No. 9 Dengzhuang Nanlu, Haidian District, Beijing 100094, China

Duration: two years initially, renewable subject to satisfactory performance and funding availability

Application deadline: 22 November 2015, no later than midnight China Standard Time (CST)

Background Information

The International Programme Office (IPO) is located at the Institute of Remote Sensing and Digital Earth (RADI), Chinese Academy of Sciences (CAS) in Beijing, China. It is the focal point for the coordination and promotion of the IRDR programme. Led by an Executive Director, the IPO has two supporting scientific/technical staff (Science Officer, Communications Officer,) as well as administrative staff. For more information about the IRDR programme please visit: http://ww.irdrinternational.org.

Key Responsibilities*:*

- **Communications Strategy:**
  - Help design, implement and regularly adjust multi-annual communications plan (messaging, partnerships, media, etc.).
  - Update and implement IRDR visual branding (templates, logos, acronyms, names).

- **Content Management:**
  - *Website management (content and* oversee *design):* writing and editing website content, including collecting and revising news items from networks and partners; managing the calendar of events, blogging, uploading announcements and publications, and enhancing social media functions.

  - *Publications:* support editing and preparation and oversee the design and printing of IRDR-related publications (e.g. annual reports, quarterly newsletter, project reports, posters, etc.), including liaising with vendors (graphic designers, printers, etc.), managing stock inventories, and creating and implementing a dissemination plan.

  - *Photo library:* collect and create an image database (IRDR and IRDR-related events; IRDR themes).

- *Documentation:* archive programme-related documents, including from third-parties.

- **Network Management:**
  - *Contacts database:* supervise development of existing database (used for announcements, dissemination, network building), including IRDR subscribers.
  - *Social media and email marketing:* develop and manage social media accounts (Twitter, LinkedIn and Facebook) to keep audiences informed of ongoing activities, events, publications and announcements.
  - *Media relations:* strengthen local and global media network; prepare press releases.

- **Event Management:**
  - Oversee/design event collaterals (e.g. announcements, banners, abstract book, booths, posters, etc.), including sponsorship packages for IRDR events, and liaise with partners on dissemination.
  - Assist IRDR bodies and the Executive Director in communicating and planning conferences, workshops and other programme activities.

- **General Communications Support:**
  - Other communication duties assigned by Executive Director.

Competencies / Expectations

- **Professionalism:** able to undertake responsibilities at an international programme. Ability to produce accurate and concise communication on complex scientific and societal multi-stakeholder related topics.

- **Accountability:** takes responsibility to deliver outputs within the agreed time, seeks cost effective solutions and adheres to quality standards. Can navigate within the Chinese media landscape and complies with IRDR IPO and RADI (IRDR's host) regulations.

- **Teamwork:** works collaboratively with other staff members to achieve IRDR IPO goals; proactively contributes to improved team performance; actively and creatively expands and the visibility of the programme. Willing to assist and to solicit others' inputs and expertise; keen to learn from others.

- **Planning and Organising:** develops clear goals and working routines consistent with long-term strategies; able to prioritise and adjust activities/assignments; and work independently.

- **Strong interpersonal and multicultural skills**

Requirements

- **Education:** university degree in communications, (science) journalism, public/business administration, international relations, development studies, or another relevant field. A Master's degree is an advantage.

- **Experience:** a minimum of three years of related experience in public affairs and/or (science) journalism, including working with international /intergovernmental organisations and/or science and/or development actors. Familiarity with creating and implementing a communications plan in a complex multi-stakeholder environment is an asset.

- **Knowledge:** of communication and journalism principles as well as website management and social media is essential. An understanding of current issues in disaster risk reduction, climate change adaptation and Sustainable Development Goals is desirable; evidence of communication experience in this field is an asset.

- **Technical Skills:** proficient and versatile use of software programmes (MS Office Suite; Adobe Suite (especially Acrobat, Illustrator, Photoshop); experience in website management (WordPress); and use of social media platforms and other e-dissemination tools, etc.

- **Language**: Excellent command of written and spoken English and Chinese; ability to express oneself clearly in a variety of settings. The working language of the IPO and the IRDR Programme is English and knowledge of Mandarin is essential for engagement with media, exchanges with vendors, daily living etc.

Background Information - About IRDR

IRDR is a decade-long global, trans-disciplinary and cross-sectoral research programme on disaster risk reduction and resilience building. IRDR is co-sponsored by the International Council for Science (ICSU), the International Social Science Council (ISSC), and the United Nations International Strategy for Disaster Reduction (UNISDR). Research and capacity building activities under IRDR address major challenges of natural and human-induced environmental hazards and seek to curb disaster losses through better use of science. IRDR's four core projects focus on: providing a baseline of the current state of the science on integrated research on disaster risk (AIRDR); examining the underlying and root causes of disasters (FORIN); seeking to improve disaster loss databases (DATA); and investigating Risk Interpretation and Action (RIA). IRDR played a key role in shaping the input of disaster risk reduction science and technology into WCDRR and the Sendai Framework.

How to Apply

Please submit the following documents in PDF format by e-mail to jobs@irdrinternational.org, stating "Application CO Post" in the subject line.

1. Application letter that explains why you are interested in the post and outlining the skills and experiences you bring to the position. Please tell us where you saw this notice.

2. Current CV with your contact details, nationality and residency.

3. A list of three professional references (names, institution / business affiliation, contact information, and indicating their relationship to you.

4. Three writing samples (maximum 10 A4-pages total) from different media. Provide links if available.

Additional Considerations and Next Steps

- Candidates shortlisted for an interview will be contacted during the week of 23 November 2015.
- The first round of interviews will be held via Skype on 30 November or Dec 1st, 2015.
- The successful candidate will sign an employment contract with RADI/CAS.
- If coming from inside China we expect the successful candidate to be on board by 4 January 2016 but earlier is possible.
- If coming from outside China, assistance will be provided for the necessary permits; the successful candidate will begin as soon as permits and visas are in hand.

Job Title: Science Officer

Office: Integrated Research on Disaster Risk (IRDR)
International Programme Office (IPO)
c/o Institute of Remote Sensing and Digital Earth (RADI)
Chinese Academy of Sciences (CAS)

Location: No. 9 Dengzhuang Nanlu, Haidian District, Beijing 100094, China

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Background Information

The International Programme Office (IPO) is located at the Institute of Remote Sensing and Digital Earth (RADI), Chinese Academy of Sciences (CAS) in Beijing, China. It is the focal point for the coordination and promotion of the IRDR programme. Led by an Executive Director (ED), the IPO has two supporting scientific/technical staff (Science Officer, Communications Officer,) as well as administrative staff. For more information about the IRDR programme please visit: http://ww.irdrinternational.org.

The successful candidate will be able to operate in an international environment at the interface of science, practice and policy-making, including interactions with the United Nations (UN) and other regional organisations.

Key Responsibilities:

- Provide substantive support to the ED in planning and executing IRDR meetings. This includes: the bi-annual meetings of IRDR Scientific Committee (SC); workshops and other events (national and international); biennial global IRDR Conference; and includes proposing agenda topics, identifying and interacting with participants, preparing background documents, presentations, meeting reports and tracking follow-up actions.

- Act as a focal point for the wider IRDR community, including International Centres of Excellence (ICoEs), National and Regional Committees (NCs and RCs) and partner organisations in disaster risk reduction research.

- Help prepare annual reports, background papers, and write inputs to publications and websites, etc. Assist the Communications Officer to implement the IRDR Communications Plan.

- Monitor the implementation and development of IRDR's core projects and other related programme activities.

- Travel to promote and represent the programme when required and give presentations about IRDR to diverse audiences within China and internationally.

Work includes frequent interaction with the following:

- IRDR Scientific Committee members and working group co-chairs of the four core projects.
- Directors and representatives of organisations designated IRDR ICoEs, NCs and RCs and counterparts and technical officers within partner organisations of the IRDR programme.
- IRDR IPO team for the daily discharge of all programme management tasks.
- Counterparts and technical officers located at the respective headquarters of IRDR's Co-Sponsors—ICSU, ISSC and UNISDR—and the regional offices of ICSU and UNISDR.
- Counterparts and technical officers within the IPO's host organisation, RADI.

Competencies:

- **Knowledge:** Knowledge and understanding of disaster risk reduction theories, concepts and approaches. Familiarity with Sendai Framework for DRR (SFDRR).

- **Planning and Organising:** Ability to develop clear goals and working routines consistent with long-term strategies. Ability to prioritize, identify and anticipate issues, and analyse, adjust, and participate in the resolution of programme management issues as they arise. Able to plan own assignments, manage conflicting priorities, and work independently.

- **Teamwork:** Works collaboratively with other staff members to achieve IRDR IPO goals, proactively contributing to better team performance. Willing to assist and solicit others' inputs and expertise and keen to learn from others.

- **Strong interpersonal and multicultural skills:** thrives in an international programme.

- **Accountability:** takes responsibility to deliver outputs within the agreed time, seeks cost effective solutions and adheres to quality standards. Can navigate within the Chinese landscape and complies with IRDR IPO and RADI (IRDR's host) regulations.

Requirements:

- **Education:** Advanced university degree (Master's degree) in a scientific discipline (including social sciences) relevant to natural hazards and disaster risk reduction.

- **Experience:** A minimum of three to five years of progressively responsible experience in project or programme management, preferably at an international level.

- **Knowledge:** Background in/familiarity with disaster risk reduction required; familiarity with climate change adaptation and/or sustainable development desirable.

- **Technical Skills:** Mastery of regular office software (Microsoft Office Suite); some understanding and experience of website management; some experience with professional use of social media (working with the Communications Officer).

- **Language**: Native English speaker required; ability to express oneself clearly and unambiguously in both written and spoken English. The working language of the IPO is English; knowledge of Mandarin is helpful for living in Beijing.

How to Apply:
Please send an e-mail to jobs@irdrinternational.org, stating "Application SO Post" in the subject line to submit your application documents which should be in English and in a PDF format.

1. Cover letter, explaining why you are interested in the post and outlining the skills and experiences you feel you could bring to IRDR and its IPO (less than 2 pages).

2. Current CV with your contact details, nationality and residency.

3. A list of three professional references (names, institution / business affiliation, contact information, and indicating their relationship to you.

Additional Considerations and Next Steps:
- Short-listed candidates will be contacted for an interview during the week of 23 November 2015.
- The first round of interviews will be held via Skype on 30 Nov. or 1 Dec. 2015.
- The successful candidate will sign an employment contract with RADI/CAS.
- If coming from inside China we expect the successful candidate to be on board by 4 January 2016 but earlier is possible.
- If coming from outside China, assistance will be provided for the necessary permits; the successful candidate will begin as soon as permits and visas are in hand.