**Communications Manager (National: 12 person-months)**

A. Background:

The Communication Manager will play a key role in enhancing the visibility, understanding, and impact of the CREWS (Climate Resilient Energy and Water Sector) project. The specialist will be responsible for developing and implementing comprehensive communication strategies to effectively engage stakeholders, including donor partners, government agencies, island communities, and other beneficiaries. By standardizing project messages and facilitating insightful exchanges, the Communication Manager will ensure consistent and effective project communication.

B. Objectives of the Position

The main objectives of this position are:

1. To develop and implement targeted communication strategies to support project objectives.
2. To facilitate clear, consistent, and transparent communication with all stakeholders.
3. To assist in the dissemination of complex project information in an understandable format.
4. To raise awareness of project activities and achievements among target audiences.

C. Scope of Works

The Communication Manager will be responsible for the following tasks:

1. Strategic Communication Planning:
   1. Develop and execute a comprehensive communication plan tailored to the project's needs.
   2. Create and maintain a brand identity for the CREWS project.
2. Content Development and Management:
   1. Oversee the development of content for newsletters, reports, press releases, and digital media.
   2. Coordinate the creation of project brochures, fact sheets, and other informational materials.
   3. Develop standards for communication outputs to ensure consistency and quality.
3. Stakeholder Engagement:
   1. Facilitate communication between the PIU and project stakeholders, including government entities, donor partners, and community beneficiaries.
   2. Organize workshops, community outreach activities, and informational sessions.
4. Communication Support and Capacity Building:
   1. Provide communication support and guidance to project team members and stakeholders.
   2. Train project staff in effective communication techniques and tools.
5. Media and Public Relations:
   1. Establish and maintain relationships with media outlets to enhance project visibility.
   2. Manage press-related inquiries and organize press events as necessary.
6. Feedback Mechanism:
   1. Develop a system for collecting and integrating community and stakeholder feedback into the project communication processes.

D. Deliverables.

* 1. Prepare a comprehensive Communication Strategy and Action Plan
  2. Prepare monthly progress reports on communication activities
  3. Prepare an annual stakeholder engagement report
  4. Develop and disseminate project communication materials
  5. Prepare a media engagement strategy and execution reports

E. Qualifications and Experience

* 1. A graduate degree in Communications, Journalism, Public Relations, or a related field.
  2. At least five years of relevant experience in communication, outreach, media, and publishing services.
  3. Demonstrable experience in communications for donor-funded programs is preferred.
  4. Excellent skills in content creation, public speaking, and digital media tools.
  5. Proficiency in local languages and understanding of cultural contexts is desirable.

F. Reporting Framework

* 1. The Communication Manager will report to the Project Director, PIU.
  2. Attend bi-weekly team meetings to report progress and discuss objectives.
  3. Submit written monthly performance reports to the Project Director.

G. Application Process

Interested candidates should submit their CV, cover letter, and references demonstrating relevant experience and qualifications addressed to Leola Primo, Program Manager, Energy & Water Division, Development of Resources and Development (DoRD), Palikir, FSM. Email: [crews@gov.fm](mailto:crews@gov.fm) and to the Asian Development Bank (ADB), Energy Sector Office, Jeffrey Almer at [jalmera@adb.org](mailto:jalmera@adb.org)

Open until August 18, 2025