

COMMUNICATIONS OFFICER TERMS OF REFERENCE

Duration	24 months; subject to Annual Performance Reviews and potential for further extensions based on additional ADB projects at DORD		
Project	ADB Grant 6050- Clean Energy Project (CEP)		
Expertise	Communications		
Source	National	Category	Independent
Budget	\$25,000 starting annual salary, with opportunity for annual increases based on performance.		

Objective/Purpose of the Assignment:

The Department of Resources and Development (DoRD) seeks a skilled Communication Officer to enhance the department's public engagement and communication strategies. The successful candidate will be responsible for developing and implementing comprehensive communication plans that support the department's objectives and programs, thereby strengthening our connection with the public and other stakeholders. The Communication Officer will report directly to the Secretary of DoRD.

Scope of Work:

1. Strategic Communication Planning: - Develop and execute effective communication strategies that promote the department's goals, projects, and initiatives.
 - Coordinate with various teams within the department to ensure consistency and accuracy of information disseminated to the public.
2. Content Creation and Management:
 - Produce and oversee the production of engaging and informative content for various platforms, including press releases, newsletters, social media, and the **department's website**.
 - Ensure content is accessible, user-friendly, and tailored to target audiences.
3. Media Relations: - Serve as the primary point of contact for media inquiries, fostering positive relationships with media outlets.
 - Organize press conferences and media briefings as required.
4. Social Media and Digital Communication:
 - Manage and grow the department's presence on social media, ensuring active and positive engagement with the community.
 - Monitor digital platforms and social media for public feedback and trends that could impact the department's objectives.
5. Stakeholder Engagement:
 - Develop and maintain relationships with key stakeholders, including government agencies, non-governmental organizations, and the community, to support collaboration and information sharing.
 - Prepare and deliver presentations to stakeholders and at public forums as needed.

6. Monitoring and Evaluation:

- Evaluate the effectiveness of communication strategies and initiatives, providing regular reports to management.
- Adjust communication plans based on analytics and feedback.

Required Qualifications, Skills and Experience

1. Strong written and verbal communication skills, with a proven ability to convey information clearly and persuasively.
2. Experience managing social media platforms and content creation.
3. Web Content management; must update the website depending on upcoming events.
4. Familiarity with media relations and digital marketing tools.
5. Ability to work independently and as part of a team, managing multiple projects in a fast-paced environment.
6. Knowledge of the Federated States of Micronesia's culture, political environment, and development challenges is an asset.
7. **Must possess at least Bachelor's Degree in Communications, Journalism, or a related field.**