

WORLD METEOROLOGICAL ORGANIZATION

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VACANCY NOTICE No. 1783, ANNEX

PROGRAMME MANAGER, COMMUNICATIONS AND MEDIA RELATIONS

Duties and responsibilities

Under the overall guidance and supervision of the Secretary of the IPCC, the incumbent will perform the following duties:

- (a) Direct and manage the media and outreach services of the IPCC, focussing on the role, work and results of the IPCC through efforts targeted directly to the media and the general public, in collaboration with key partners, in particular, governments, academics, inter-governmental and non-governmental organizations. As a member of the IPCC senior management team, contribute to the formulation of IPCC's overall communication strategies and policies, and advise the Chairperson, IPCC vice-chairs, the IPCC Secretary and co-chairs of IPCC working groups and task forces on matters pertaining to the IPCC's communication priorities and issues. Act as spokesperson regarding all matters related to the IPCC procedures and processes and liaise with IPCC officials and experts to address questions related to science;
- (b) Ensure that communication and outreach on programmed activities are carried out in a timely manner and all outputs produced meet required standards, including internal publications and leaflets, statements, speeches, press releases, organization of press conferences and briefings, information campaigns, workshops, etc.;
- (c) Advise and coach IPCC experts on when and how to interact with the media and the public in general. Oversee information activities of the different working groups and guide their communication experts. Oversee the consistency in the communication practices throughout the IPCC, its working groups and task forces;
- (d) Propose and implement initiatives to strengthen the IPCC relations with governmental and intergovernmental information and communications partners. Explore new cooperation and partnership modalities (i.e. Climate Change Foundations, Academies, etc.). Identify appropriate fund-raising activities;
- (e) Direct and supervise all web information of the IPCC Secretariat which includes Internet information content, Webcast;
- (f) Maintain and strengthen liaison with the media, including the press, radio and television and provide leadership to the development of communication and outreach programmes, with special attention to the area of social media (twitter, facebook, blogs, etc.);
- (g) Assist the IPCC Chairperson and Secretary in the formulation of IPCC's information policies (internal and external) and in matters pertaining to the dissemination of scientific information, including on their communication in public forums and in appearances before academic and/or intergovernmental bodies, international conferences, workshops and symposiums;
- (h) Manage and supervise the work of other information staff and consultants (in the IPCC Secretariat and associated with any IPCC working group, task force or other IPCC official) in implementing the communication strategy, publications and developing Internet-based media services;
- (i) Foster interaction with UN system partners (UNEP, WMO, UNFCCC, etc.). Formulate and provide guidance to the substantive work of communication consultants, determining priorities and allocating resources for IPCC communication strategy and action plans implementation and for its timely delivery;
- (j) Carry out other relevant duties as required.
