

CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY



Programme for Building Regional Climate Capacity in the Caribbean

APPLICATION PROCESS

Application Deadline	31 October, 2014
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Applications (Cover letter, curriculum vitae, certificates, list of publications, short outline of research and development ideas, and the contact information for two professional referees) should be addressed to:

David A. Farrell, Ph.D., P.G.
Principal
Caribbean Institute for Meteorology and Hydrology
Husbands
St. James BB23006
Barbados

Applications can be sent via email to hrdept@cimh.edu.bb with **BRCCC-2014 Communication Specialist** in the Subject Line

CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY



Programme for Building Regional Climate Capacity in the Caribbean

COMMUNICATION SPECIALIST

TERMS OF REFERENCE (TOR)

1. INTRODUCTION

Climate change and increasing climate variability and their potential impacts have boosted society's demand for tailored climate products and services. The delivery of critical climate services related to climate change and climate variability in a sustained timely manner requires computational power, model research and know-how, IT expertise, interpretation capabilities and national, regional and international collaborations.

The programme Building Regional Climate Capacity in the Caribbean is being funded by the generous support of the American people through the United States Agency for International Development (USAID), delivered by World Meteorological Organization and implemented by the Caribbean Institute for Meteorology and Hydrology (CIMH). The funding will assist the CIMH in building its institutional and regional capacity to sustainably deliver climate services to the Caribbean region in order to become the WMO designated Regional Climate Centre (RCC) for the Caribbean.

2. ABOUT THE CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY

The CIMH is an Institution of the Caribbean Community and the technical Organ of the Caribbean Meteorological Organization. The mandate of the CIMH is to assist in improving and developing the Meteorological and Hydrological Services as well as providing the awareness of the benefits of Meteorology and Hydrology for the economic well-being of the CIMH member states. This is achieved through training, research, investigations, and the provision of related specialized services and advice.

In achieving its mandate, the CIMH has established an affiliation with the University of the West Indies where its primary responsibility is the delivery of the B.Sc. programme in Meteorology in the

Faculty of Pure and Applied Sciences. The CIMH is also recognized by the World Meteorological Organization (WMO) as:

- The WMO Regional Training Centre in the Caribbean for Meteorology and Hydrology and related disciplines.
- A Regional Instrument Centre for the Caribbean.
- Centre of Excellence in Satellite Meteorology Training;
- The WMO Regional Climate Centre for the Caribbean.

In addition, the CIMH is a repository for the climate data from CMO Member States. The CIMH is also an important Caribbean centre for research and development related to Meteorology, Hydrology, Agro-Meteorology and Climate in the Caribbean. The CIMH is active in such areas of hydrological risk impacts forecasting and agricultural risks forecasting. The CIMH has strong collaborations with other Regional Institutions, national organizations in CMO Member States and the international community

3. DESCRIPTION

The CIMH is seeking to recruit a **Communication Specialist** to support the development and implementation of a communications strategy for the BRCCC programme and the broader needs of the Institute.

4. DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Principal, the Communication Specialist will be responsible for developing and carrying out the internal and external communications strategy for the CIMH.

Specific duties include:

- Development and implementation of a communication strategies between suppliers of climate products (CIMH) and users of such products and services;
- Developing information products that risk inform climate sensitive sectors of the benefits to be derived from climate products and services;
- Soliciting feedback from stakeholders to inform the RCC's development and implementation of climate products and services.
- Communications Focal Point for CIMH with responsibility for developing effective communications and promotional strategies for the Institute;
- Facilitation of workshops and symposium;
- Supervise the production of relevant video material as required;
- Development and delivery of media training to CIMH staff.

5. PROFESSIONAL REQUIREMENTS

Candidates applying for the position should have a Degree (minimum bachelors) in Communication, Journalism, Public Relations or equivalent with at least 5 years demonstrated professional experience in the field of public information and communication, public affairs/relations or corporate

communications preferably in Member States of the Caribbean Meteorological Organization (CMO).

6. ADDITIONAL REQUIREMENTS

The successful candidate should be (i) performance driven, (ii) able to work independently, (iii) able to function in a highly dynamic and collaborative work environment and (iv) able to work effectively with diverse stakeholders including persons from local communities, civil society, social scientists, natural scientists and sector specialists.

It is expected that the successful candidate will be able to demonstrate:

- Excellent writing, editing and oral communication skills;
- Experience working in a multi-cultural environment;
- Excellent interpersonal and communication skills;
- Ability to meet deadlines and prioritize multiple tasks;
- Ability to manage and focus an interdisciplinary team;
- Ability to effectively interact with all levels in the organization including senior management;
- Ability to identify opportunities for building strong relationships between a wide range of stakeholders;
- Effective decision making skills.
- IT skills, particularly experience in Microsoft Office products (MS Word, Excel Power Point, MS Project, Internet Explorer etc.;

7. REMUNERATION & BENEFITS

The compensation will be commensurate with academic background and experience. The ideal candidate should be a mid-career professional. A non-contributory medical plan is being offered.

8. DURATION & EXPECTED START DATE

The position is available for **2 years**, starting preferably in **January, 2015** or as soon as possible thereafter.

9. PLACE OF WORK

The candidate is expected to reside in Barbados during the period of employment under the programme. The CIMH is an equal opportunity employer.