

## JOB DESCRIPTION

**Job Title:** Communications and Knowledge Management Officer

**Reports To:** Director, Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean

**Supervision Given To:** None

### **Internal and External Stakeholder Relationships:**

Establishes and maintains effective working relationships with local, regional, and international stakeholders, Government and Intergovernmental agencies, UN specialized agencies, trade and industry groups and donor agencies.

### **Job Summary:**

Reporting directly to the Director, Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean (BCRC-Caribbean), the incumbent is expected to deliver high quality communication and knowledge management products to support the dissemination of information relevant to the Parties of the Basel, Stockholm, Rotterdam and Minamata Conventions within the region and to raise awareness on the core and project work being done by the BCRC-Caribbean. Duties include, but are not limited to, the development and update of various communications and knowledge management materials suitable for both digital and print media, such as for website, social media channels, print, press and other relevant outlets.

### **Major Duties and Responsibilities:**

Working in close collaboration with technical staff and under the directive of the Director, the incumbent shall perform the following duties:

- Develop suitable communication and knowledge materials, which may include but not be limited to infographics, flyers, static and dynamic graphic content, animations, social media content, short videos, newsletters, fact sheets and media releases informed by the BCRC-Caribbean's activities. The incumbent is also expected to be capable of transforming project deliverables, such as training manuals, reports, and other materials, into suitable, accessible knowledge products for wider dissemination.
- Develop suitable social media and graphic design content (both static and dynamic) for distribution as guided by the BCRC-Caribbean.

Parties consenting to be served by the Centre

- Attend meetings, conferences, workshops, and seminars as required, under the instruction of the Director to gather necessary information for the purpose of the development of communication and knowledge products.
- Manage the Centre's website and social media accounts (LinkedIn, X, Facebook, Instagram, TikTok) including the posting of finalized products.
- Enhance the Centre's tracking tool used to monitor materials to be created, their dissemination dates and the channels through which they will be distributed. This tool will be regularly maintained and updated by the incumbent.
- Performs any other related functions and responsibilities consistent with this role.

### **Required Knowledge, Skills, and Abilities**

- Ability to plan and execute assigned tasks in a multi-stakeholder environment.
- Strong interpersonal and diplomatic skills, capable of establishing and maintaining effective working relationships, including the ability to communicate effectively.
- Ability to maintain good relationships with project stakeholders, including, but not limited to the BCRC-Caribbean staff.
- Ability to work well with tight deadlines.
- Ability to develop and deliver presentations to audiences with various backgrounds in a clear and concise manner.
- Ability to research and analyze trends in social media engagement and make informed decisions to adjust reach as needed.
- Demonstrated ability to acquire, manipulate, analyze, manage, and synthesize information gathered from a variety of sources.
- Advanced Computer literacy skills with a preference for MS365 suite.

### **Minimum Experience and Qualifications**

- Certification and/or proficiency in industry-standard design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign) and similar tools (e.g. Canva)
- Bachelor's degree in Graphic Design, Communications, Media, or a related discipline. An advanced degree (Masters) in communications, media, or marketing is an asset.
- At least three (3) years of relevant experience in graphic design, mass communication, public relations, advertising, digital marketing, or environmental public awareness
- Experience in creating materials for both print and digital platforms.
- Experience in creating knowledge products from technical working documents or finalized deliverables.
- Certification or experience in chemicals and waste management or the environmental sector will be considered an asset.
- Experience in capacity building, stakeholder training, conceptualization and execution of multimedia campaigns or public education in multi-cultural contexts would be an asset.
- Experience working within a multi-disciplinary and multi-cultural team environment including designing and conducting training programmes for staff and stakeholders would be an asset
- Knowledge of multilateral environmental agreements would be an asset.
- Possess the capacity and eligibility to work within Trinidad and Tobago.

**Mode of Work:**

The incumbent is expected to:

- Conduct work at the office of the BCRC-Caribbean for three (3) days per week and otherwise from their own location.
- They will, however, report to the office of the BCRC-Caribbean and attend workshops or events on as needed basis.
- Possess a fully functional laptop equipped with industry-standard design software.

**Travel Requirements:**

- Overseas travel may be required within the Caribbean Region and internationally.

**Working Conditions:**

- General office environment. The work area is adequately lit, and ventilated. Moderate noise level. Occasional exposure to prevalent weather conditions.

**Physical Demands:**

- While performing the duties of this job, the incumbent will be frequently required to sit, talk and listen.
- The employee is occasionally required to stand, walk, and use his/her hands and fingers to handle or operate objects, tools or controls.
- Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, and other office equipment.

**Performance Criteria and Standards:**

- Performance will be assessed based on the incumbent's ability to carry out all assigned duties and responsibilities within the prescribed quality standards and timeframes.

**Confidentiality:**

- All materials developed, whether in draft or final version, carried out for the Centre and using materials provided by the Centre, shall remain the property of the Centre. Prior to approval and publishing by the BCRC-Caribbean, the contents of any materials being developed shall not be made known by the incumbent to any person outside of the BCRC-Caribbean.