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**Job Title: Communication Officer**

**Project: SWITCH-Med programme to strengthen the Mediterranean region's leading role in the implementation of regional and national programmes for Sustainable Consumption and Production (SCP)**

**Place of work: UNEP/MAP-CP/RAC (Regional Activity Center for Cleaner Production of the UNEP Mediterranean Action Plan) – Barcelona [www.cprac.org](http://www.cprac.org)**

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**General Information:**

The Regional Activity Centre for Cleaner Production (CP/RAC) is a centre for international cooperation with Mediterranean countries on development and innovation in the production sector and civil society, based on more sustainable consumption and production models.

The Centre develops its activity under the Mediterranean Action Plan (MAP) for the protection and development of the Mediterranean basin, an organisation belonging to the United Nations Environment Programme (UNEP).

The CP/RAC was established in 1996 by means of a collaboration agreement between the Spanish Ministry of Environment (currently MARM) and the Government of Catalonia. The establishing of the Centre was based on a decision agreed by the Parties to the Convention for the Protection of the Mediterranean Sea against Pollution (known as the Barcelona Convention), the legal framework within which the MAP operates.

Likewise, in 2009 the Stockholm Convention on Persistent Organic Pollutants (POPs) was included in the CP/RAC's area of activity, upon being designated Regional Centre for application by the Parties. Since then, these pollutants are a priority in many of the CP/RAC's activities.

The CP/RAC works to build capacity and contribute to the exchange of knowledge in such areas as:

- Adopting cleaner production and pollution prevention as factors of competitiveness and economic performance for SMEs,
- Reducing the generation of hazardous chemicals and their use by means of the best available techniques (BAT) and the best environmental practices (BEP),
- Promoting initiatives for innovation and entrepreneurship that contribute to a healthier and more sustainable lifestyle for citizens,
- Introducing environmental criteria in the purchasing processes of public authorities (green public procurement),
- Introducing the concept of sustainability on university and business school curricula,
- Incorporating education on sustainable consumption and lifestyles into the work plans of civil society organisations.

## Job summary:

CP/RAC is currently involved in a multi-component programme called SWITCH-Med supported by the EU (21M° €) and jointly implemented by UN organisations: UNEP/MAP, UNEP/DTIE and UNIDO.

SWITCH-Med aims at addressing the needs of the Mediterranean countries to promote Sustainable Consumption and Production (SCP). It consists of 2 major components: a) a policy component and b) a demonstration component.

The SWITCH-Med Policy component focuses on strengthening the regional environmental governance and policy frameworks as provided by the Barcelona Convention and UNEP/MAP as well as on the development and implementation of national SCP action plans in 9 Mediterranean countries (Algeria, Morocco, Tunisia, Egypt, Libya, Lebanon, Jordan, Israel and Palestine).

The SWITCH-Med Demonstration component will focus on the implementation of concrete actions tackling the barriers faced by key actors responsible for the shift toward SCP patterns. It will also include a Networking facility aiming at establishing a SCP regional platform for sharing knowledge, disseminate best practices and facilitate networking among SCP key players.

The SWITCH-Med policy component already started in October 2012 (for 3 years) while the demonstration component will be launched by the 4<sup>th</sup> trimester of 2013 (for 4 years).

The communication officer will be in charge of leading the communication tasks under the SWITCH-Med policy component. Indeed, the communication strategy to be further developed and implemented by the communication officer will mainly concern the SWITCH-Med Policy Component but will have a particular focus on preparing the ground for the successful launch and implementation of the SWITCH-Med networking facility.

## Task description:

The SWITCH-Med communication officer will have to:

- Further develop the Communication Strategy,
- Define a clear planning for the development communication tools, in particular:
  - Institutional web-site for the SWITCH-Med programme,
  - File sharing system for SWITCH-Med partners or a project management software including file sharing system,
  - Database of SWITCH-Med stakeholders engagement,
  - Off-line elements (flyers, PPT and word templates, Roll-ups...)
- Develop the communication tools with the support of external collaborators (creative director, graphic designer, web programmer). External collaborators will have to be guided by the communication officer,
- Work closely with the SWITCH-Med Team in order to develop the contents of the communication tools. The communication officer will be in charge of writing the contents with the initial input of the technical staff.

- Day-to-day management of the SWITCH-Med website in order to ensure a good interactivity with the end users, moderation of the “SWITCH-Med on-line community”,
- Provide support for the marketing and communication tasks of international events/meetings planned within the project.

### Selection criteria

- Completed a qualification in communications, or a related discipline, or equivalent experience in a communications position,
- Developed organizational skills with demonstrated experience in project coordination, capacity to work within tight deadlines and output calendar,
- Proven or earlier experience in supporting the development and implementation of communication programs, products and services, in particular on:
  - Website/web platform concept development, design and day-to-day management in collaboration with web programmers,
  - Development and management of Web 2.0 or social networking apps,
  - E-newsletter preparation,
- Experience in event management would be an advantage,
- Ability to communicate effectively and appropriately both orally and in writing with internal and external stakeholders, guarding the programme identity,
- Ability to write in a variety of styles to appeal to different audiences,
- Ability for planning and management of publications' pipelines (layout design & offset printing & distribution) in collaboration with the project team,
- Ability to work in an international environment, knowledge on the specific socio-, politic-, economic- and cultural characteristics of the Mediterranean region would be appreciated,
- Excellent capacities for teamwork, productive working relationship and creative solution finding,
- Proficiency in English and Spanish as well as a basic level of French are requested. Notions of Catalan and/or Arabic would be an asset,
- Knowledge on environmental management, development cooperation and/or sustainable development would be an asset.

### How to apply

Send a CV by the 18th of August 2013 at the latest to [rgarcia@cprac.org](mailto:rgarcia@cprac.org) with cc to [policy.switchmed@cprac.org](mailto:policy.switchmed@cprac.org).

Interviews will be held on the 3<sup>rd</sup> week of August 2013.