

## TERMS OF REFERENCE

### Communications Manager for Nexus

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#### 1. BACKGROUND

**Nexus is a nonprofit alliance of development organizations committed to using carbon finance to alleviate poverty and foster sustainable development.** Nexus aims at facilitating access to carbon finance through a 3 pillar-structure:

- Nexus alliance, for expertise transfer among members
- Nexus fund, a vehicle for ethical investments
- Nexus beyond offsetting , a fair trade platform for ethical carbon credits

Nexus head office is in Singapore, and desk offices serve as support in Cambodia, Mali and soon to be in India.

Nexus has currently 11 members, spread out over 15 countries (mainly South Asia, South East Asia, and Western Africa).

Nexus is looking for a **Communications Manager** to assist the Director of Communications and Partnerships in his functions.

#### B. POSITION SUMMARY

<b>Position Title:</b>	Communications Manager
<b>Position Profile</b>	Communication, Events, Project Manager
<b>Position grade:</b>	Manager
<b>Unit/Dept:</b>	« Corporate »
<b>Direct Supervisor</b>	Director of Communications and Partnerships
<b>Resource persons:</b>	Executive Director, IT Manager, Nexus alliance Manager
<b>Duty station:</b>	Phnom Penh, Cambodia with a few trips to the head office in Singapore
<b>Term:</b>	1 year, renewable

## C. DUTIES AND RESPONSIBILITIES

The Communications Manager will develop a work plan for all internal and external Nexus communication. This work plan will be an integrated part to the Communications and Partnerships' strategy.

### A. Work plan

- Conceive, write up and present a yearly work plan to match the communications strategic objectives
- Present budget and timeline for the work plan, updating them when changes occur, and sticking to deadlines and budget constraints all throughout the year

### B. Internal communication

*For Nexus team:*

- Ensure that communication among Nexus staff is smooth and easy and facilitates the workload by proposing **internal communication tools**
- Address the challenge of having a team spread out in different countries, by proposing **online collaboration tools**
- Propose **team building** activities and run them when approved

*For Nexus members:*

- Assist the Nexus alliance Manager to set up a **member forum online**, to moderate the forum, and to run it smoothly
- Assist the Nexus alliance Manager in organizing the logistics and communication of **workshops and trainings** in the region (3 a year on average)
- Organize and run the Nexus **General Assembly** (once a year)

### C. External communication

- Support all Nexus pillars (see background section) and activities with relevant communication material. This includes **writing, development and production** of press releases, newsletters, articles, website pages, brochures, banners, posters...), with the support from communication agency for all lay out and Nexus staff for content
- Ensure visibility of Nexus in selected international carbon markets events, through **development, placement and production** of communication support material (participation of 1 or 2 Nexus staff on a 2 days events, 3 times a year)
- Organize Nexus participation to high scale international events (UNFCCC COPs, Regional professional events), **planning the logistics and communications**, up to rolling out of the plan (participation of a 6 to 10 person team, on a 10 day event, 2 times a year)
- Any other task or activity that the supervisor would think relevant

## D. PROFILE

### Experience

- About 5 year professional experience with 1 year abroad a plus
- Communication in a development organization, events management, and public relations
- Business development would be a plus

### Education

- Master Degree in Communication or equivalent, with relevant orientation in project management

### Skills

- Strong interest for development arena. Interest and basic knowledge in Climate Change international negotiations is a must
- Communication and project management assets
- Timeline management is essential
- Understanding of human resources challenges is a plus
- Professional proficiency English is a must
- IT and new technologies proficiency
- Knowledge in Indesign and Photoshop softwares (or equivalent) is a plus

### Personal quality

- At ease in working in a small structure, start-up-type, where tasks and responsibilities are in constant move
- Able to operate in a multicultural environment
- High level of autonomy at work, yet with profound team-spirit
- Adaptive, Patient, resilient and flexible
- Ready to move from one country to the other in a short notice
- Pro-active and solutions oriented
- Fast learning and high reactivity
- Ability to work under time pressure

## E. HOW TO APPLY, POSITION CONDITIONS:

Send your application (CV + Cover letter) to Ms Raphaele Deau [r.deau@nexus-c4d.org](mailto:r.deau@nexus-c4d.org) with "Nexus Communications Manager" in object, **Before January 30, 2011.**

Monthly salary will be provided upon the Nexus salary grid.