



# Environmental Protection Agency

Call for Expression of Interest  
To Provide Project Management Support to the Enhancing Climate  
Information System for Resilient Development in Liberia Project (CIS)



**Job Title:** Communication Specialist  
**Division/Department:** Executive  
**Location:** Monrovia  
**Expected Start Date:** December 1, 2023  
**Duration:** 3 years (renewable annually based-on performance)  
**Report to:** Project Coordinator

## Background

The Government of Liberia through the Environmental Protection Agency in collaboration with the African Development Bank (AfDB) received funding from the Green Climate Fund (GCF) to implement the project (Enhancing Climate Information Systems for Resilient Development in Liberia) otherwise referred to as CIS Project. The objective of the project is to further strengthen Liberia's climate-related observing and monitoring capabilities, early warning and early action systems, and other environmental-related information systems. It seeks to drive a paradigm shift towards evidence-based climate-informed decision-making, planning, and response. The overarching goal of the project is to integrate green growth, environmental resilience, and adaptation into national development planning through effective climate information systems. The project will reduce exposure of Liberia's communities, livelihoods, and infrastructure to climate-induced natural hazards through a well-functioning national Multi-Hazard Impact-Based Forecasting and Early Warning System (MHIBF-EWS). A well-functioning MH-IBF-EWS means having in place trained and equipped Liberia Meteorological Service (LMS), Liberia Hydrological Service (LHS), Environment Protection Agency (EPA), the National Disaster Management Agency (NDMA) to collect weather and climate data; introduce and maintain modelling, forecast weather events and provide early warnings; scale-up evidence-based climate-informed decision-making, planning, and response actions countrywide. Having these in place will lead to transformative change in climate risk reduction and management in Liberia. This new paradigm will focus on translating meteorological and hydrological hazards into the sector- and location-specific potential impacts for the development of sectoral responses to mitigate those impacts. The project's activities will further support the design, development and implementation of strategies and actions in the country that effectively address climate change adaptation and sustainable development needs. The Environmental Protection Agency as the National Designated Authority (NDA) and focal entity for the management of the environment and natural resources in Liberia is empowered to coordinate, monitor, supervise and consult with relevant stakeholders on all activities in the protection of the environment and sustainable use of natural resources. EPA is the Executing Entity and will head a Project Implementing Unit (PIU). The PIU will coordinate the Environmental Protection Agency Call for Expression of Interest to Provide Technical Support to the Enhancing Climate Information System for Resilient Development in Liberia (CIS) implementation of the project, and will consist of three technical departments (Liberia Meteorological Service, Liberia Hydrological Service and National Disaster Management Agency), Project Coordinator and Project Staff. The role of the three technical department is to provide technical support to the PIU. The AfDB, as an Accredited Entity to the GCF

will provide oversight and quality assurance support services to the CIS. The Project Implementation Unit (PIU) will assist the implementation of the Project with support from the EPA and AfDB. The PIU staff including project Coordinator, meteorology, hydrology, aviation and Monitoring and Evaluation specialists, and finance officer will be hosted at the EPA and will report to the Executive Director/CEO of the EPA and the AfDB Country Office.

The Monitoring and Evaluation specialist will provide technical support to the project on a daily basis.

## **Objectives**

The communication specialist will engage in the day-to-day work of the PIU on the project and support the vast development of the operation in Liberia. The key task at this position will be to contribute to building strong relationships with external audiences and coordinate media, social media and other communication that contribute to that goal of the project and he/she will also provide the following:

- Organize and coordinate events and key public engagements related to the project across the EPA and AfDB from the PIU office at the EPA.
- Coordinate team communications and manage the promotion of the outcomes on social media and among the media partners in Liberia.
- Support PIU efforts to implement the project outputs with EPA and its partners
- Prepare materials to effectively support the communication plan, including press releases, brochures, newsletters and any other news related items
- Manage and expand our climate information system databases, keeping them up to date
- Encourage new ideas and strategies regarding further communications strategies to improve the project.

## **Duties and Responsibilities**

The Communication Specialist will coordinate closely with the Project Coordinator the following activities as per his/her contract period:

As part of this work the Communication Specialist will:

- Manage all internal and external communication of the project
- Represent the project on interview, talk show etc.
- Drafting media statements
- Answering media inquiries
- Compiling publications
- Planning events and press conferences
- Making the project's communication methods more effective
- Organizing the flow of external and internal communications (memos, newsletters, etc.)
- Announcing prototypes for a large media
- Creating material for the EPA-EKMS's website
- Aligning communications and promotional activities with project goals
- Communicating processes, strategies and outcomes with executives and stakeholders
- Developing and publishing press releases, case studies or project reports

## **Expected Outputs and Deliverables**

The Communication Specialist will be expected to deliver:

- . Project monthly and annually Communication work plan
- Production plan and calendar of events implemented as planned.
- At least two media pitches developed in every month. All media asks responded within 24 hours. Weekly media briefing provided to the Project Coordinator.
- Influencer approached in timely manner as per Communication Plan. At least three influencer proposals developed.
- Timely response to the requests of PC, PIU and EPA Liberia Executive Director.
- Assist PIU and EPA communication Unit as Initial implementation documentations such as the mid-and final terminal annual reports for onward submission to the GCF;

## **Required Competences**

### *Education*

A Bachelor Degree in Journalism, Mass Communication with at least seven (7) years of industry experience; or a Master's degree in journalism or communication or related field with at least three years of relevant industry experience.

### *Experience*

- Interest and a good understanding of national and international public debate
- 3-5 years professional experience in public relations, media or related field.
- Excellent English language proficiency both in speaking and writing
- Strong project communication skills and experience working with multiple campaigns
- Experience in social media campaign management on Twitter, LinkedIn and Facebook, etc.
- Strong creative writing skills (ability to craft content that increases public engagement)
- A keen eye for storytelling and relationship building with social media audience, while supporting the Center's goals and strategies
- Able to think strategically, and willing "to roll up sleeves" to help implement the project; a self-starter approach to completing projects, as well as improving processes and procedures.
- Should have a weather forecasting skill, giving weather reports and how to read modeling maps or radars
- Willingness to take initiative and propose new ideas
- Be a team player and enjoy working collaboratively
- Ability to thrive in a busy, multi-sensory, and highly collaborative work environment
- Excellent interpersonal skills, with a sincere commitment to developing productive relationships, both within and beyond the institutions.

### **Other Skills**

- Excellent interpersonal communication and facilitation skills.
- Excellent leadership skills, including ability to provide strategic and technical guidance, build strong teams and mentor staff in a professional setting.

- Ability to follow deadlines, accuracy and attention to detail.
- Ability in negotiating, diplomacy and lobbying skills.
- Ability to work under minimum supervision to meet short deadlines.
- Commitment and drive to achieve challenging goals, and a problem-solving attitude.
- A team player with ability to deal with multiple teams located in multiple institutions.
- Ability to identify stakeholder needs and deliver them promptly and accurately.
- Ability to work under tight timelines.
- Demonstrated ability in project team management and collaboration.

### **IMPLEMENTATION ARRANGEMENTS**

The Communication Specialist will be under the supervision of the Project Coordinator of the PIU.

### **SUBMISSION OF APPLICATIONS**

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or through email ([ptdoe@epa.gov.lr](mailto:ptdoe@epa.gov.lr)), indicating Communication Specialist - CIS Closing date for applications is 4pm, November 15, 2023. Any application received after this date will not be given consideration. Only short-listed candidates whose applications correspond to the above criteria will be contacted for an interview. This position is open to internal staff