

(Terms of Reference (ToR

Junior Climate Change Communication Officer- 1BTR/2BTR+5NC Project

Background:

The Government of Egypt has demonstrated a strong commitment to addressing climate change through the implementation of national policies and international obligations under the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement. In line with these commitments, Egypt continues to strengthen its institutional capacities for climate transparency, greenhouse gas (GHG) accounting, and climate governance.

The Ministry of Local Development & Environment, through the Egyptian Environmental Affairs Agency (EEAA), is currently implementing the **Development of Egypt's First Biennial Transparency Report (1BTR), and a combined Second Biennial Transparency and Fifth National Communication Report (2BTR+5NC) Project**, with the support of the United Nations Development Programme (UNDP). The project aims to strengthen Egypt's capacity to meet its reporting obligations under the Enhanced Transparency Framework (ETF) of the Paris Agreement while improving national systems for climate-related data management, greenhouse gas reporting, and institutional capacity building.

In parallel, the Ministry of Environment, with the support of UNDP, is implementing several climate change initiatives that collectively contribute to strengthening national climate governance, transparency, adaptation, and mitigation efforts. Effective communication and public outreach are essential to enhance the visibility of these initiatives, promote stakeholder engagement, and increase public awareness of Egypt's climate action and achievements.

To support these efforts, the **Development of Egypt's First Biennial Transparency Report (1BTR), and a combined Second Biennial Transparency and Fifth National Communication Report (2BTR+5NC) Project** will recruit a **Junior Communication Officer** to lead the implementation of a national climate change awareness campaign and coordinate communication and visibility activities across the Ministry's climate change projects. The Junior Communication Officer will oversee the development of communication products, stakeholder engagement, media outreach, and awareness activities, while ensuring consistent messaging and effective dissemination of project achievements in close coordination with the Ministry of Environment and UNDP.

Scope of Work:

- Support Senior Communication Officer in providing guidance to Communication Team in the Ministry of Environment on the design and implementation of a national climate change awareness campaign led by the Ministry of Environment including drafting messages and selecting communication tools.
- Participating in the design and follow up with suppliers on development/production of communication and advocacy instruments and materials for information increase awareness on outputs and importance of the Climate Change Central Dept. and its projects outputs and impacts.
- Keep main stakeholders informed about progress made and achievements.
- Support development and supervise implementation of communication plans for the three CC projects.
- Follow up on services providers to reach out to targeted groups (e.g., policymakers, public, civil society, media, and development partners).

- Draft press releases, social media posts, website content, presentations and media coverage for projects' events to ensure consistency of messages and complementary actions among the outputs of the Climate Change Central Dept. and its projects.
- Support design and follow up implementation of communication materials such as printed materials, videos, etc. for the national awareness campaign and the three projects.
- Provide communication support as need for seminars, meetings, conferences, public events, etc.
- Summarize and disseminate information and knowledge products generated from the three projects in an aligned manner.
- Participate in preparing stories that illustrate the projects' impact and connect with the selected audience emotionally.
- Foster strong relationships with key stakeholders, including government partners, development partners, private sector, media, public, etc.

Contract Duration: One year subject to renew

Duty Station: The Ministry of Local Development & Environment, New Administrative Capital

Implementation Arrangements:

The Junior Communication Officer will work on full-time basis, under direct supervision of UNDP Communication Officer in collaboration with Head of Communication Department in Ministry of Environment under the general guidance of the Project Manager. The Junior Communication Officer will help in ensuring alignment of the project posts on social media and press releases and emphasize complementarity of the project activities and objectives. Meanwhile, the Communication Officer will support the communication work in the Ministry of Environment in overseeing implementation of the national climate change awareness campaign:

Qualifications and Experience:

- University degree in media, mass communication or related discipline.
- At least four years of work experience in communications for development related activities.
- Previous work experience with international agencies and government entities is an asset
- Competent with office software packages, including PowerPoint, excel, etc.
- Fluent English and Arabic language in reading and writing.

Expected competencies:

- **Professionalism:** Demonstrated knowledge of communication strategies, media relations, public awareness campaigns, and stakeholder engagement. Ability to produce high-quality communication materials, exercise sound judgment, audience-oriented copywriting, manage multiple assignments simultaneously, and deliver results within tight deadlines.
- **Communication:** Excellent written and verbal communication skills in both English and Arabic, with the ability to draft, edit, and present information clearly and effectively for different target audiences, including government entities, development partners, media, and the general public.

- **Planning and Organizing:** Ability to plan, prioritize, and coordinate multiple communication activities, ensuring timely delivery of outputs while maintaining high quality and consistency with project objectives.
- **Creativity and Innovation:** Ability to develop innovative communication products and awareness materials, identify creative approaches for public outreach, and translate technical information into accessible and engaging content.
- **Technological Awareness:** Proficiency in using Microsoft Office applications and digital communication platforms, including social media management tools, content management systems, and virtual communication platforms. Familiarity with graphic design and multimedia tools is an asset.
- **Teamwork & Adaptability:** Excellent interpersonal skills and the ability to establish and maintain effective working relationships with colleagues, government counterparts, UNDP staff, consultants, media representatives, and other stakeholders in a multicultural environment.
- **Client Orientation:** Ability to establish and maintain productive working relationships with project partners and stakeholders, respond effectively to their needs, and ensure high-quality communication services.
- **Commitment to Continuous Learning:** Willingness to stay updated on emerging communication practices, digital media trends, climate change issues, and UNDP communication and visibility guidelines, and to continuously improve professional knowledge and Social Media Management skills.

Evaluation Criteria and Selection Standards

Applications will be evaluated through a cumulative analysis method, where qualifications, technical experience, and interview performance will be weighted and scored. A total of 100 points is allocated across the evaluation process, distributed as follows:

- Technical Evaluation (CV & Qualifications Assessment): 70% (70 Points Max)
- Interview Evaluation (Competency-Based Interview): 30% (30 Points Max)

All applications including updated CV and specifying the title of the post to be sent to the attention of:

- **OUDA (Recruitment@ouda.org.eg)**

- **Only shortlisted candidates will be contacted.**

Deadline: Oct 1,2026