Media and Diplomacy Coordinator

**Full time, fixed term contract:** April 2024 – December 2024, with intention of extension for second year

**Background**

The [Least Developed Countries Group](https://www.undp.org/content/undp/en/home/leastdeveloped-countries.html) is made up of 46 countries across Africa, the Asia-Pacific and the Caribbean, with a joint population of over one billion people. Incredibly vulnerable to environmental and economic shocks, and disproportionately affected by the climate crisis, our countries negotiate together as a bloc at UN climate talks to advance our shared interest of a fair and ambitious global response to climate change.

Evans Njewa, Chief Environmental Officer, Government of Malawi will Chair the LDC Group in 2024 and 2025. He is recruiting an in-country support team to work closely alongside him throughout his Chairpersonship to support the day-to-day activities of coordinating the LDC Group and fulfilling the responsibilities of the LDC Chair.

The Media and Diplomacy Coordinator will be contracted by the [International Institute for Environment and Development](https://www.iied.org/) (IIED) to serve the LDC Chair.

The consultant will be based in Lilongwe, Malawi and travel with the Chair as necessary to fulfil the responsibilities of this role.

**Specific tasks of the Media and Diplomacy Coordinator**

In supporting the LDC Chair, the Media and Diplomacy Coordinator’s responsibilities include but are not limited to:

1. **Support the LDC Chair in international climate diplomacy efforts, including by:**
   - Supporting to draft speeches, talking points and LDC Group statements

2. **Develop a media strategy for the LDC Group, to promote LDC Group positions and priorities amongst the broader public, build pressure for more ambitious and equitable decisions to be taken under the UNFCCC, and encourage governments to align their domestic policies with LDC Group positions and priorities on climate change.**

3. **Support the LDC Group in executing its media strategy, in collaboration with the LDC media support team, including by:**
   - Advising the LDC Chair on media communications
   - Managing the LDC Group media account
   - Managing the LDC Group social media accounts
   - Liaising with reporters to arrange interviews with the LDC Chair or LDC spokespeople
   - Supporting to draft press releases, talking points, and other materials as appropriate
   - Coordinating inputs from and approval by the LDC Chair of public documents, including press releases, quotes, tweets, and public written statements
   - Working with the LDC media support team to arrange press conferences, as needed
   - Supporting the organization and running of media trainings for LDC Group delegates, including for the LDC Chair and key spokespeople
   - Attending LDC media team meetings
   - Developing video content for the LDC Group’s social media channels, as appropriate
   - Coordinating inputs to and dissemination of an LDC Group newsletter, as appropriate
4. Manage the LDC Group website, including by updating it with relevant documents and resolving technical issues as needed

5. Providing ad hoc support to the LDC Chair at high-level events

6. Providing brief bi-monthly updates on activities

Criteria for fulfilling this role

Essential

- Experience in similar role
- Excellent written communication skills
- Fluency in English
- Willingness and ability to travel internationally as required
- Excellent personal organisational skills and ability to work under own initiative
- Based in Lilongwe, Malawi

Desirable

- Familiarity with the UNFCCC processes and LDC Group
- French speaking skills

How to apply

Please send a copy of your CV to anna@ldc-climate.org by Friday 8 March along with a cover letter (maximum one page) detailing your interest in the position, how you meet the essential criteria, and your suitability for fulfilling the responsibilities of this role.