JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Communication Specialist</th>
<th>Employment Status</th>
<th>Contractual Project-based</th>
</tr>
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<tr>
<td>Reports to:</td>
<td>OIC-DIRECTOR Emergency Response Center, CLARK</td>
<td>Job Code:</td>
<td>PDRF/HR-005.cbi/2020.01.06</td>
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<tr>
<td>Department/Group:</td>
<td>CBI Special Projects</td>
<td>Work Location:</td>
<td>EOC- Clark field Pampanga</td>
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About Connecting Business Initiatives (CBI)

Connecting Business initiative (CBI) engages the private sector strategically before, during and after emergencies, increasing the scale and effectiveness of the response and recovery in a coordinated manner.

While governments maintain the overall responsibility for responding to humanitarian emergencies, local communities and private sector networks also play crucial roles in disaster preparedness, response and recovery. The Connecting Business initiative strengthens and supports those private sector networks.

In 2019, 9 CBI Member Networks and their partners addressed a total of 31 crises. From earthquakes to cyclones and political unrest to flooding, the private sector played a critical role by participating in search and rescue operations, collecting and distributing relief aid, restoring power lines, sharing information, making financial contributions and working alongside governments and aid organizations. Some networks also contributed to long-term recovery efforts.

The Connecting Business initiative was launched at the World Humanitarian Summit in May 2016 and it takes forward the Summit outcomes, as well as the 2030 Development Agenda and the Sendai Framework for Disaster Risk Reduction.

Brief Job Description

Communication Specialist take the role in overall internal and external communication undertakings of the Special Project for CBI (Connecting Business Initiative) and is responsible for the proper dissemination of information, maintenance of all communication channels and keeping abreast with new and related trends and technology.
## Role and Responsibilities

- Coordinate and collate processed information from CBI member countries
- Helps create and implement an integrated and innovative communications strategy that supports the CBI project
- Develop case studies, business network briefs for the CBI Project
- Lead in the production of social media and other multimedia materials (including blogs, articles, presentations, tweets, infographics, situational reports and others)
- Communicate timely advisories to stakeholders, including infographics, especially in a time of disasters
- Maintain close collaboration and build a network with the CBI secretariat and Member countries
- Undertake and perform other tasks as may be deemed necessary by the Center Director

## Qualifications and Education Requirements

- Bachelor’s Degree in Journalism or any related discipline
- At least 2 years relevant work experience

## Preferred Skills

a. Intermediate to Advance Writing skills/ Corporate Communications  
b. Social Media and Brand Management  
c. Knowledgeable in graphics design  
d. Strong organizational skills  
e. Excellent attention to accuracy  
f. Ability to think broadly and consider other issues  
g. Demonstrated teamwork skills  
h. Proficient in MS work application.

<table>
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<tr>
<th>Reviewed By:</th>
<th>OIC-DIRECTOR EMERGENCY RESPONSE CENTER, CLARK</th>
<th>Date:</th>
<th>03 June 2020</th>
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<tbody>
<tr>
<td>Approved By:</td>
<td></td>
<td>Date:</td>
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<td>Last Updated By:</td>
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