Terms of Reference for the Technical Expert on Public Participation, Communication and Public Relations
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Description of the Position

The expert is part of a team of experts that provides technical support for the International Commission for the Protection of the Danube River (ICPDR) and has specific responsibility for issues related to public participation, communication and public relations. The expert will coordinate work in the Secretariat on issues of internal and external communication as well as public participation and will ensure the necessary technical and expert input.

He or she will be responsible in collaboration with the other members of the Secretariat, the PP EG and other EGs to coordinate public participation activities (i.e. public consultations, stakeholder liaisons) and be responsible for the concept development and production management of communication activities including the magazine Danube Watch, outreach activities such as press relations or Danube Day, and all ICPDR publications and reports. In addition, the expert will coordinate the strategic development of relations and partnerships with external organisations including observer organisations and business partners.

The specific tasks may in future be adjusted on the basis of a revised ICPDR Work Programme. The time period of employment is three years with an option of another three-year extension upon satisfactory performance.

Key Qualifications

- Professional experience in the conceptional and strategic development of both external and internal communication as well as public participation activities, including the identification of target group analysis and development of communication strategies
- Professional experience in the management and carrying out of communication activities including the production of publications in different media (print, film, digital/web), communication events, press releases.
- Knowledge about the Danube River Basin and water management issues including a thorough understanding of the EU WFD and FD as well as other directives related to water management.
- Experience in working with international/interdisciplinary teams and as a facilitator to reach specific implementation tasks in a multi-stakeholder environment.
- Knowledge of WFD/FD participation processes and experience in organizing stakeholder consultation processes.
- Good communication and negotiation skills (spoken and written) in English.
- Experience regarding the presentation of professional contents and writing of publications as well as official reports.

Attitudes

- Interest and enthusiasm to work in a team.
- Excellent communication skills.
- Willing to travel with short notice.
- Willing to perform tasks outside professional fields as and when required/requested.

Tasks

- Technical co-ordination, support and advice to the ICPDR, the ICPDR Secretariat, Expert Groups and associated Task Groups on issues related to Public Participation and Communication.
- Manage the development and distribution of ICPDR publications and communication materials in different media (print, film, digital/web, etc.).
- Provide guidance and management of activities related to stakeholder involvement.
- Support the PP EG to carry out communication and public participation activities in the DRB.
- Promotion of exchange of information between the members of the Expert Group, the liaison with Contracting Parties and stakeholder groups (internal communication).
Maintain relations with other related institutions, government bodies and business partners (external communication).

Project management

Qualification requirements

- Preferably 5 years of experience in the field of public participation and communication with different media;
- Interdisciplinary environmental university degree (MSc) or equivalent;
- Fluency in English and one language of the Danube river basin, preferably German.