



CEL011: JOB DESCRIPTION

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| Position Title: Publicity Officer | Created Date: 01.07.2021 |
| Department: CLEAR | Version: 1.0 |
| Supervisor: CLEAR Coordinator | |
| <p>Position Purpose:</p> <ul style="list-style-type: none"> • To raise the profile of CELCOR Inc by promoting and publicising the CLEAR Program activities to the local communities and general public with the aim to shape and influence public impression and raise awareness and campaigns both locally and internationally. • The position is responsible for planning publicity strategies and campaigns, writing and producing presentations, articles, press releases and social media post. The role is responsible for designing or project managing the production of visual communications and digital content in support of the CLEAR Program. | |
| <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Provide assistance to Campaign and Advocacy officers in research and analyses issues with oil palm, logging and mining companies' corporate plans and identify the plans for expansion of oil palm projects in PNG. • Provide assistance to Campaign and Advocacy Officer in research and identify in partnership with CBOs, NGOs and likeminded stakeholders to highlight logging concessions and operations that are fraudulent and illegal in nature. • Produce awareness material in collaboration with IFI, Extractive Industries and CLE campaign activities to increase peoples understanding of the issues related to development and sustainable livelihood. • Formulate and produce information paper on biodiversity conservation and climate change, its impacts and the pros and cons of Carbon Trade and REDD program. • Produce awareness material including video documentaries to lobby at the UNFCCC and CBD meetings and other areas to raise the biodiversity and climate issues in PNG. • Attend Conferences, workshops, seminars and trainings that will enhance the skills to lobby, advocate and produce information and materials to support land rights or human livelihood sustenance. • Promote CELCOR publicity through the various mediums, of print media, broadcast and social media. • Maintain and updating of the media database. • Write articles for CELCORs Blog, website, administrating of CELCOR Facebook Page. • Produce media statements on current issues when required. • Production of Friends of the Earth Asia Pacific's monthly news briefs. • Updating and implementing of the communication strategy • Networking with the likeminded partners, CBOs, NGOs and likeminded stakeholders both locally and internationally in collaborative efforts in addressing issues of land grabbing, illegal logging, oil palm expansions, IFI institutions, food sovereignty and climate change. • Co-facilitate of Community Legal Education Awareness Workshops. • Complete analytical reports at the end of each training activity, seminars, workshops or conference in appropriate format and submit to the Campaign and Legal education Coordinator. • Conduct all the above activities within yearly workplan that meets donor requirements and deadlines. • Any other duties as directed by CLEAR Coordinator and or Executive Director. | |
| <p>Reporting Requirements:</p> <ul style="list-style-type: none"> • This position is required to produce field reports, quarterly and annual reports to the CLEAR Coordinator. • Provide progressive quarterly reports to Executive Director as and when required. | |



Qualification, Experience & Skills Requirements:

- 3-4 years' experience in Media and Publicity.
- A Degree in Journalism.
- Demonstrate skills in strategic planning, communications, research, investigative reporting and analysis of issues in Environmental and Social Justice in the context of extractive developments.
- Extensive knowledge in supporting the implementation of the organization's interventions in issues concerning Environmental and Climate Justice, Biodiversity Conservation and Sustainable Development.
- Fair experience in press releases, social media and other communications medium to shape and influence public impression and raise awareness and campaigns.
- Previous experience working in an NGO environment will be an advantage.

About CELCOR/Friends of the Earth Papua New Guinea and programme of work

The Centre for Environmental Law & Community Rights Inc (CELCOR) is a public interest legal NGO with special focus on awareness raising, policy development and capacity building for communities affected by logging, mining, oil palm, extractive industries and marine development areas to have their voices heard appropriately. CELCOR was established in February 2000 and is governed by the Board of Directors; and is staffed by an Executive Director, Lawyers, Campaigners, and Finance and Administrative Support team.

Since its inception CELCOR has been providing pro bono legal advice and assistance to customary landowners, NGOs and CBOs affected by developmental activities. The organisation had also been involved in policy analysis and development works notably the efforts to educate landowners about their rights under the laws through the community based legal education programme.

CELCOR has been instrumental in initiating, contributing to, and supporting partnerships and alliances with other organisations to achieve environmental protection within PNG and the region. It is a member of the Friends of the Earth (FoE), and is now working with partner NGOs in Indonesia, Malaysia, Australia, Solomon Islands, Fiji, Australia and the Philippines on issues relating to illegal logging and protections of indigenous rights. CELCOR's lawyers are also members of Environmental Law Alliance Worldwide (ELAW), a global network of public interest law advocates including lawyers and scientists.

Similarly, CELCOR is a founder and a member of PNG Environmental Alliance (PNGEA), a newly established peak body for Environmental civil society organisations and the PNG Resources Governance Coalition (PNGRGC). It is well regarded by other NGO partners for its work on policy, advocacy and analysis, especially forestry laws and policies.

There are three strategic sections under which its programmes are organised and implemented:

1. Direct Legal Assistance and Policy Research and Law Reform, and
2. Community Legal Education and Awareness Raising
3. Finance and Administration

CELCOR as a not for profit making organisation, all its activities and operations are funded by donors from around the world. As such, CELCOR's activities are focused on its organisational mission and vision that captures donors funding objectives towards protection of the environment and human rights.

