



TERMS OF REFERENCE (TOR)

Post Title: Communications Analyst

Reports to: Executive Director (ED)

Department: Office of the Executive Director

Duty Station: Barbados

Travel Required: Yes

Position Type: Full-time, one (1) year with the possibility of extension-based performance and funding availability.

Position Grade: Professional

Eligibility Criteria: National of a CARICOM Member State.

BACKGROUND DESCRIPTION

The Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) is a regional Inter-Governmental Organisation (IGO) agreed upon by the Heads of the Government of the Caribbean Community (CARICOM) at its Thirty-Sixth Conference and becoming operational in 2018 under its Inter-Governmental Agreement to foster regional collaboration and promote renewable energy and energy efficiency development, investments, markets and industries in the Caribbean with its vision being to “transform the energy landscape of the Caribbean into a sustainable, affordable and climate resilient sector; focused on improving lives of our people”

CCREEE operates as the regional hub for sustainable energy activities. It seeks to address energy security, improve access to modern energy services, and promote climate change mitigation. CCREEE works closely with the CARICOM Secretariat as well as a wider global network of sustainable energy Centres (GN-Sec) for Small Island Developing States (SIDS) in Africa, the Caribbean, the Indian Ocean and the Pacific. The Centre works to create an enabling environment for sustainable energy development through capacity building, knowledge sharing, energy sector planning, and policy advocacy. It also provides technical assistance and supports the development of projects that contribute to climate change mitigation and adaptation.

CCREEE engages with various stakeholders, including governments, private sector entities, and regional and international organizations, to drive the transition towards sustainable energy in the Caribbean. By focusing on innovative solutions and regional cooperation, the Centre plays a crucial role in improving access to modern energy services, achieving energy sovereignty, reducing greenhouse gas emissions, and enhancing the overall resilience of Caribbean communities to the impacts of climate change.

To support this objective, CCREEE seeks to engage a Communications Analyst to lead the development and delivery of digital and strategic communications content that supports the Centre’s strategic priorities, programmes, partnerships, and institutional positioning.

FUNCTIONS AND DELIVERABLES

Under the joint supervision of the Executive Director (ED) with joint reporting to the Head of Partnerships and Programmes, the Communications Analyst will support the strengthening of CCREEE's institutional visibility and strategic communications by producing high-quality digital content, managing the Centre's social media presence, and supporting communications around key programmes, partnerships, and institutional initiatives.

The Communications Specialist will play a central role in translating technical, policy, and programmatic work into clear, accessible, and compelling communications products tailored to diverse audiences, including policymakers, development partners, regional stakeholders, and the general public.

The role will ensure that CCREEE's messaging remains consistent, strategic, and aligned with the Centre's institutional priorities, regional mandate, and programme objectives.

Through proactive content development, digital engagement, and communications support across programmes, the Communications Specialist will contribute to strengthening the Centre's external profile, enhancing stakeholder engagement, and amplifying the impact of CCREEE's work across the Caribbean and internationally.

DUTIES AND RESPONSIBILITIES

The **Communications Analyst** will perform the following duties:

A. Strategic Communications and Institutional Visibility

- Implement CCREEE's communications and visibility strategy aligned with the Centre's strategic priorities and work programme.
- Translate technical outputs, programme activities, and policy developments into clear, accessible, and engaging communications materials for diverse audiences.
- Ensure consistency of messaging that reflects CCREEE's mandate and position as a regional leader in sustainable energy, energy efficiency and achieving net-zero targets.
- Identify strategic opportunities to increase CCREEE's visibility at regional and international levels, including conferences, global initiatives, and partnerships.
- Ensure consistent application of CCREEE branding guidelines across all communications materials.

B. Social Media and Digital Communications

- Manage and maintain CCREEE's social media platforms and digital channels, including LinkedIn, X, Facebook, Instagram and YouTube etc. ensuring regular and professional updates.
- Draft high-quality social media content highlighting programme milestones, partnerships, regional developments, events, and institutional announcements.
- Develop structured and professional digital posts aligned with CCREEE's institutional voice, branding guidelines, and communications standards.
- Create and manage a content calendar aligned with programme activities and events.
- Monitor social media engagement and provide analytics and performance reports.

C. Content Development

- Design and produce a range of communications materials to support CCREEE's institutional and visibility programmes, including social media content, website updates, event announcements, programme highlights, feature articles, and communications briefs.
- Support the preparation of communications outputs for major regional initiatives, technical programmes, partnerships, and institutional events.
- Support the preparation of annual reports, strategic documents, and institutional publications.

D. Graphic Design and Visual Content

- Develop visual content to support CCREEE's communications activities, including social media graphics, short- and long-form videos, motion graphics, event banners, presentation visuals, infographics, and visual summaries.
- Ensure that all visual materials are aligned with CCREEE's brand identity and institutional communications standards.
- Demonstrate strong competence in graphic design and digital content development using tools such as Canva, Adobe Express, or equivalent platforms.

E. Event and Programme Communications

- Lead and develop communications planning, content development and visibility activities for CCREEE institutional events, regional workshops, conferences, programme launches, and other events.
- Produce post-event summaries, highlights, and digital coverage of events, including real-time social media engagement where appropriate.
- Coordinate closely with programme teams to capture key announcements, outcomes, and milestones arising from CCREEE activities.

F. Media and External Communications

- Draft press releases, institutional announcements, and external communications materials to support the visibility of CCREEE's initiatives.
- Support strategic communications efforts to enhance the regional and international profile of CCREEE.
- Develop and maintain professional working relationships with local, regional, and international media outlets to facilitate effective dissemination of CCREEE news and updates.

G. Knowledge and Content Management

- Maintain an organised repository of communications materials, including graphics, templates, programme highlights, and digital assets.
- Establish systems, document and communicate CCREEE's impact and achievements including programme milestones, impact stories, and success cases to strengthen institutional knowledge management and outreach.
- Monitor media coverage related to energy, climate, and regional development and prepare media monitoring summaries for the Executive Director.

H. Executive Support in Strategic Communications

Given the joint reporting line to the Executive Director (ED), the Communications Analyst will:

- Provide direct support to the ED on high-level communications and messaging.
- Assist in the preparation of briefing materials for international meetings and engagements.
- Support the preparation of strategic presentations for governments, donors, and partners.
- Ensure timely preparation of communications materials aligned with the Executive Director's engagements.

I. Other Duties

- Perform any other duties within the functional profile of the Office as assigned to ensure the effective functioning of the Centre.

Required Competencies

Core Competency	Description
Strategic Communication	Ability to translate complex technical information on energy, climate, and development into clear, compelling narratives
Content Development & Storytelling	Demonstrates strong writing and editorial skills to produce high-quality communications and knowledge products.
Creativity & Innovation	Brings creative approaches to communicating institutional work and impact, using storytelling, visuals, multimedia, and new digital formats to enhance visibility.
Attention to Detail	Ensures accuracy, consistency, and adherence to institutional branding standards across all communication outputs.
Planning & Organisation Skills	Ability to manage multiple communications tasks simultaneously, coordinate campaigns and events, and deliver outputs under tight deadlines.
Adaptability & Initiative	Demonstrates initiative in identifying communication opportunities and responding quickly to emerging institutional priorities
Professionalism & Integrity	Maintains high standards of professionalism, discretion, and ethical conduct in representing the institution publicly.

Expected Results/Deliverables

- Regular social media content and digital communications materials.
- High quality visual graphics and digital design outputs for events and programme/project communications.
- Event and programme communication summaries in real time as events are taking place.
- High-quality communications materials including articles, success stories, press releases, policy summaries, blogs, and institutional announcements.
- Contributions to strengthening CCREEE's digital and institutional visibility.
- Annual CCREEE Communications and Visibility Plan aligned with the Centre's strategic priorities and work programme

Qualifications, Skills, and Experience

- Bachelor's degree in Communications, Journalism, Media Studies, Public Relations, Marketing, or a related field.

Professional Experience

- Minimum 5 years of experience in communications, digital media, or public relations.
- Experience supporting communications for development organisations, regional institutions, or climate/energy initiatives is an asset.
- Demonstrated experience producing professional social media content and digital communications materials.

Technical Skills

- Mandatory competence in graphic design software such as Canva or Adobe Express for developing digital communications materials.
- Strong writing and editing skills for professional and policy-oriented audiences.
- Experience managing all social media platforms.
- Ability to translate technical content into clear and engaging communications outputs.

Other Competencies

- Strong organisational and coordination skills.
- Ability to work independently and meet deadlines in a fast-paced environment.
- Attention to detail and high standards for quality and presentation.
- Understanding of climate change, renewable energy, or sustainable development issues in the Caribbean is an asset.

Languages

- Fluency in English (written and spoken) is required.
- Working knowledge of another CARICOM official language (French, Spanish, or Dutch) would be an asset but not required.

General Requirements

1. Flexibility in work hours, including support during regional and international missions.
2. Ability to manage relationships with Member States, diplomatic missions, development partners and stakeholders.
3. Ability to work independently and under pressure in a multicultural environment.
4. Ability to successfully navigate sensitive political, cultural and industry-related issues.
5. Ability to accommodate work travel duty.
6. Capacity to operate in a multicultural, regional environment.

Application Requirements

Interested candidates should submit their applications to **recruitment@creee.org** by **11:59 PM (AST) on 15 April 2026**. Applications must include:

1. CV (detailed qualifications and work experience and three references)
2. Two (2) writing or communications samples (e.g., social media posts, articles, press releases).
3. Examples of visual communications materials developed using Canva, Adobe Express, or similar tools.
4. Scanned copy of passport biodata page
5. Scanned copies of educational certificates

Further information is available at www.creee.org. Written requests for clarification should be directed to recruitment@creee.org.

Note: Applicants should **not** contact the CREEE office or partners by phone and only via e-mail at **recruitment@creee.org**.