



Request for Applications

Part-Time Media & Communications Services

1.0 Overview

The Caribbean Water and Wastewater Association (CWWA) is seeking the services of a part-time media and/or communications professional to support the Association's Work Programme and Calendar of Activities.

CWWA is one of the leading non-profit organisations in the Caribbean's water and sanitation sector. Headquartered in Trinidad and Tobago, the organisation consists of professional, utility and corporate members in the field of either water, wastewater and/or solid waste. The mission and objectives of the CWWA include the protection of public health, enhanced sector governance and the promotion of sustainable development, water security, climate resilience and effective disaster response and recovery. Through collective leadership, the Association has positively influenced advancements in technology, education, science, management, as well as national and regional policies in the water and sanitation fields.

2.0 The Role

The successful candidate will support the effective implementation of the CWWA's Communication Plan and related elements of the Work Plan and report to the Executive Director. In this regard, the key responsibilities would require the candidate to:

- 1) Work with the CWWA Programme Officer to deliver on the strategic mandate of the Association by assisting with the execution of the Association's Marketing and Communication Plan.
- 2) Support the coordination of, inter alia, public awareness initiatives, media content and media releases and general stakeholder communication via various platforms.
- 3) Support in the development and release of, inter alia, social media content, press releases, and general marketing and brand exposure content.
- 4) Assist in the development and growth of the CWWA membership.
- 5) Provide related support to CWWA's Calendar of Activities, such as conferences, training sessions, etc.

3.0 Minimum Qualifications

- a) An Associate Degree (or higher) in either Communications, Media or Marketing.
- b) A minimum of 2 years working experience in Communications. Media and/or Marketing.
- c) Excellent verbal and written skills.



- d) Experience with social media content creation, marketing and branding/ brand management.

4.0 Additional Qualifications, Training and Skills

Additional qualifications and/or training in the following areas would be an asset:

- i) Thematic Knowledge in one or more of the following areas: sustainable development, climate change/climate resilience, water security, disaster management and Integrated Water Resources Management, wastewater management and solid water management.
- ii) Specific experience in the Caribbean, particularly in the field of water and sanitation.
- iii) Photography; especially related to event coverage.
- iv) A positive attitude and determination for excellence with the ability to take lead on assigned work.
- v) Effective time management skills.
- vi) Good research, organisational and communication skills.

5.0 Terms of Appointment

This is a part-time position with the ability to work remotely with periodic in-office meetings and/or assignments at the CWWA's Headquarters in Trinidad and Tobago. The position will be offered as a short-term, fixed period contract. The compensation package is commensurate with qualifications and experience, based on total hours of service provided per month.

6.0 Applications

Applications should include a letter of interest, fee structure (hourly or weekly), your curriculum vitae and a listing of two professional references (emails and telephone numbers to be included) addressed to:

The Programme Officer
Caribbean Water & Wastewater Association
Farm Road
St. Joseph
Trinidad W.I.

All applications should be submitted by **April 25th 2025** to:
cwwattsecretariat@gmail.com



Please note, only shortlisted candidates will be contacted.