Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Communication Officer (EU Grant) (Lump sum monthly service fee range from $733.00 to $950.00 including 15% withholding tax, plus Personal Accident and Hospital and Surgical Insurance and Monthly Phone Card Allowance)</th>
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</thead>
<tbody>
<tr>
<td>Programme/Unit</td>
<td>Communication</td>
</tr>
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<td>Reporting to</td>
<td>Communication and Digital Campaign Manager</td>
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<tr>
<td>Type of Contract</td>
<td>Full-time employment under one year service contract (renewable)</td>
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<tr>
<td>Duty Station</td>
<td>Phnom Penh Office, Cambodia</td>
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<tr>
<td>Starting Date</td>
<td>As soon as possible</td>
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1. Background:

Transparency International Cambodia (TI Cambodia) is a fully accredited National Chapter of Transparency International Secretariat based in Berlin, Germany. With more than 100 Chapters worldwide, we work together with all relevant stakeholders including the government, civil society organisations (CSOs), development partners (DPs), private sector, media and individuals to promote integrity and reduce corruption.

TI Cambodia has successfully implemented its 1st Strategic Plan 2012-2015 and 2nd Strategic Plan 2016-2019. In preparation for the effective execution of next Strategic Plan 2020-2022, Phase III “Collective Actions Against Corruption (CA2C)”, TI Cambodia seeks to recruit a dynamic and highly qualified Communication Officer to perform the following roles and responsibilities.

2. Overall Goal of the Position:

Assist in the development and implementation of the communication strategy and plan.

3. Objectives:

- Enhance visibility and public image of TI Cambodia through production and publication of communication materials and working on/with mainstream media and social media;
- Work with Communication and Digital Manager to influence citizens and relevant stakeholders on transparency and integrity by employing traditional and digital campaigns;
- Ensure that TI Cambodia consistently comply with donors’ and its communication and visibility guidelines.

4. Roles and Responsibilities:

- Provide supports to the communication team in planning and delivering the expected results/impacts of the unit;
- Provide supports in all aspects to the communication team to ensure smooth and effective day-to-day operation and implementation;
- Develop, maintain and update communications tools and materials;
- Create innovative multimedia contents (photos, infographics, audio content, animations and others) for the organisation’s website, social media channels and
print publications;
• Maintain and update TI Cambodia’s websites, Facebook page and other social media channels;
• Produce and/or edit documentary and educational video clips;
• Engage and work with all relevant media to promote Transparency International Cambodia and raise awareness about corruption in Cambodia;
• Support external communication activities of the programme teams;
• Consistently comply with EU’s communication and visibility guidelines;
• Translate documents from English to Khmer and vice versa as required;
• Contribute identifying needs, ensure adequate support to and regular coordination with the communication unit; and
• Keep informed of overall corruption and anti-corruption work and follow corruption issues and other issues in Cambodia.

5. Knowledge, Experience and Skills:

• At least two years of experience in communications;
• Bachelor’s degree in Media and Communications, Marketing, Journalism or another subject relevant to the work of Transparency International Cambodia;
• Prior experience of working with EU funded project or with project dedicating to improving public services is desirable;
• Excellent communication and interpersonal skills, including the ability to build and maintain relationships with people from diverse backgrounds and across all hierarchy levels in the private sector, civil society and Media;
• Be friendly, flexible, honest, and hard-working;
• Sound knowledge of and commitment to the promotion of integrity, good governance, anti-corruption and TI Cambodia’s core values;
• Strong knowledge and ability to use software for multimedia design including, Adobe Creative Suite and digital media required;
• Be passionate and committed to achieving Transparency International Cambodia’s mission and goals and a commitment to the organisation’s core values;
• Ability to work independently, under pressure and with a high level of commitment to ensure all outputs are achieved on time and to a high standard; and
• Highly proficient in English and Khmer (both speaking and writing);