

Job Description

Position Title	Communications and ED Support Officer (Basic monthly salary range from 600USD-750USD plus benefits)
Programme/Unit	Communications
Reporting to	Communication and Management Support Manager
Type of Contract	Full-time employment under one year fixed term contract (renewable)
Duty Station	Phnom Penh Office, Cambodia
Starting Date	September 2016

Background

Transparency International is a global civil society organisation leading the fight against corruption. Through more than 100 chapters worldwide and an international secretariat in Berlin, we raise awareness about the damaging effects of corruption and work with partners from government, business, civil society and citizens to develop and implement effective measures to promote integrity and the fight against corruption. In Cambodia, Transparency International is represented through the National Chapter, which was officially founded in July 2010 and operates under the name of Transparency International Cambodia (TI Cambodia). TI Cambodia's mission is to work together with individuals and institutions at all levels to promote integrity and reduce corruption in Cambodia.

In preparation for a more ambitious and complex nature of the programme activities as well as in dealing with new levels of challenges, TI Cambodia seeks to recruit a dynamic and qualified Communications and ED Support Officer to perform the following roles and responsibilities.

1. Overall Goal

Assist in the development and implementation of the communication strategy and plan and provide supports to the Executive Director of TI Cambodia.

2. Roles and Responsibilities:

2.1 Communication Support:

- Assist in day-to-day communications and liaison with the media
- Develop, maintain and update communications tools and materials
- Engage and work with all media to promote Transparency International Cambodia and raise awareness about corruption in Cambodia
- Support external communication activities of the programme teams
- Translate documents from English to Khmer and vice versa as required
- Assist in creating 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
- Contribute identifying needs, ensure adequate support to and regular coordination with the communication department and executive director
- Keep informed of the overall corruption and anti-corruption work; follow corruption issues and other issues in Cambodia.

2.2 Supports to Executive Director (ED):

- Manage diary of and appointments for the ED, ensuring effective use of his time.
- Prepare notes and gather sources and references for the ED to be well briefed on the subjects ahead of the events or meeting that he will participate or engage.
- Assist the ED in drafting speeches or statements for public audience, media, website or blog.
- Maintain all administrative files, important contact lists and information of the relevant stakeholders for the ED, ensuring they are up to date and accessible in a timely fashion.
- As required, participate in meetings and take notes of key points for follow-up action and/or circulation as needed.
- Coordinate schedules for events or major tasks to be undertaken according to the action plan and schedule
- Assist him in reviewing project documents, correspondence, reports and communications materials and make suggestions for revisions or editions as needed and appropriate.
- Assisting in reaching out to the youth and students for engagement, education and to promote the work of TI Cambodia as appropriate and as requested.

3. Qualifications and Experience

- Highly proficient in English and Khmer (both speaking and writing).
- Bachelor's degree in Media and Communications, Marketing, Journalism or another subject relevant to the work of Transparency International Cambodia.
- Excellent communications 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.
- Previous experience in communications desirable.
- Knowledge of Microsoft Office, 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.