

JOB DESCRIPTION

Position Title	Communications and Media Intern
Programme/Unit	Communications
Reporting to	Communications Manager
Type of Contract	Internship (3-6 months)
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 Communications and Media Intern to perform the following roles and responsibilities.

1. Overall Goal

Assist with the development and implementation of the communications plan in-line with the organisation's strategy and goals.

2. Roles and Responsibilities

1. Assist in day-to-day administration and development of the communications tools
2. Develop and maintain communications materials such as brochures, posters, leaflets, website, Facebook, YouTube, etc.
3. Actively engage and work with all media to promote Transparency International Cambodia and raise awareness about corruption in Cambodia.
4. Support external communication activities of TI Cambodia's programmes.
5. Undertake translation of documents from English to Khmer and vice versa as required.

3. Qualifications

- Proficiency in English and Khmer.
- Recent graduate or student studying for a Diploma degree or Bachelor degree in Media and Communications, Marketing, Journalism or another subject relevant to the work of Transparency International Cambodia.
- Some experience in communications is desirable.
- Knowledge of Microsoft Office, Adobe Creative Suite and digital media required



- Be passionate and committed to TI Cambodia's mission, goals and 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.

Expected Results of Assignment:

- Up-to-date and maintained communications tools for Transparency International Cambodia's advocacy work
- Increased engagement and participation in promoting integrity and fighting against corruption on social media pages
- Increased awareness about corruption issues with all stakeholders, in particular the media, civil society and wider public.
- Produced at least three short videos related programmes

How to Apply

Interested candidates can submit a **CV and a cover letter** by email to recruitment@ticambodia.org by **22nd August, 2016, before 17:00.**