



**មជ្ឈមណ្ឌលឧត្តមភាព ប្រពលវប្បកម្មកសិកម្មនិរន្តរភាព និងអាហារូបត្ថម្ភ**  
**Center of Excellence on Sustainable Agricultural Intensification and Nutrition**

**JOB DESCRIPTION**

- Job Title : Communication Officer
- Directly report to : Program Manager
- Line Coordination : Development Manager, Business Manager, Farm Managers, Center Secretary.
- Technically report to : N/A
- Salary Range : 5,400\$ - 10,200 per annum
- Supervise : Partly supervise one program assistant that closely works on Agricultural material publication for extension activities and success story development.
- Work location : Phnom Penh with frequent travel to the provinces
- Validity : One year with possible extension.

**Introduction**

The Center of Excellence on Sustainable Agricultural Intensification and Nutrition (CE SAIN) of Royal University of Agriculture (RUA) receives financial support from the U.S. Agency for International Development (USAID) through Feed the Future Innovation Lab for Sustainable Intensification (SIIL). CE SAIN was officially launched on September 22, 2016. The overall goal of CE SAIN is to foster private sector innovation, agricultural research, education and training and public sector capacity building through improved collaboration and knowledge sharing focused on improving food and nutritional security in Cambodia. The three main objectives of CE SAIN are:

1. Coordinate and leverage Innovation Labs and other sustainable agricultural intensification and nutrition (SAIN) funded activities
2. Build human and institutional capacity development of the Royal University of Agriculture.
3. Establish technology parks to showcase high-potential technologies and strategies to sustainably intensify smallholder production systems.

## Major Function

This is a fixed duration contract with 12-month duration. S/he will be responsible for producing communication materials for marketing and extension activities. S/he will build good relationship with multi-stakeholders, private companies/suppliers and line government officials and also be the face of CE SAIN who properly handles media folk under prior-guidance and consultation with Center Director and Program Manager.

Under the guidance of the Center Director and Project Manager, S/he will be responsible for developing annual communication plan, visibility and branding plan and fully implementing it. S/he with the support from Center Secretary and Program Assistant will be working with Five Farm Managers to produce marketing materials (leaflet, TP description, Interaction Guide, Stories...etc), produce Extension Materials (Technical template, short video clip, Article) and act as a main event spokesman of CE SAIN/SIIL who will handle media folk before during and after the event.

## Objectives:

- Ensure CE SAIN's and Donor's visibilities and branding are implemented accordingly.
- Produce marketing and extension materials for the project.
- Professionally handle media folk before during and after workshop/conference being organized.
- Increase the reputation of CE SAIN among international organizations, other government ministries, private sectors who are actively working in the area of SAIN, environmental protection and nutrition.

## Major Responsibilities:

- Develop and implement marketing, visibility and branding plan of CE SAIN.
- Organize orientation meeting on CE SAIN visibility and branding requirement to staff, and continue to coach and mentor them to ensure they apply them accordingly.
- Use appropriate means of communication to convey messages, seek inputs from Center Director and Program Manager to ensure all understand the requirement.
- Write and edit the content of CE SAIN Facebook page and website, ensure both are regularly updated with CE SAIN's activities and properly maintain them.
- Produce marketing materials (project fact-sheet, success stories, article, leaflet), extension one (Technical template, short video clip) and best practice of the project for sharing with stakeholders.
- Prepare press release, media information pack and welcome package in consultation with RUA/SIIL and donors. After getting the approval, publish it and deal with media folk accordingly.
- Build good relationship with multi-stakeholders such as International Organizations, line ministers, private companies and project beneficiaries.
- Represent Center Director and Program Manager in the meeting or workshop as per requested.
- Ensure all data related to visibility and branding and materials of CE SAIN are secured and safe.
- Participate in developing a strategic plan of CE SAIN.
- Implement other tasks assigned by a Program Manager

## Minimum Required Qualification/Skills

- Bachelor or Master's degree in communication, Art of Media, marketing or other related fields.
- At least one or two year experiences in relevant roles.
- Proven track record of video production/edition, digital camera technology and its operation
- Proven track record of design in varied promotional formats, writing research articles and storytelling.
- Excellent interpersonal and team player.
- Knowledge about agriculture sector in Cambodia
- Strong computer and knowledge digital presentations.
- Good managerial ability with multi-tasks to meet deadlines.
- Fluent English and native Khmer speaker.

## Application Information

Interested and qualified applicants should submit their current resumes and cover letters referring to the position to CE SAIN via [cesain@rua.edu.kh](mailto:cesain@rua.edu.kh) by closing date below.

Closing date: **May 08, 2018**

For further information, please contact us via [cesain@rua.edu.kh](mailto:cesain@rua.edu.kh) or 023-6365-226.

CE SAIN would like to thank all applicants for their interest but only shortlisted candidates will be contacted for interview.

