



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

JOB DESCRIPTION

- Job Title : Communication Officer
- Direct report to : Program Manager
- Line Coordination : Development Manager, Business Manager, Farm Managers, Center Secretary.
- Technical report to : Center Director
- Salary Range : 5,400\$ - 10,200 per annum
- Supervise : Program Assistant
- Work location : Phnom Penh with frequency travel to 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 agricultural 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 months 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 will be the face of CE SAIN who properly handle with media folks under the prior-guidance and consultation with Center Director and Program Manager.

Under the guidance of the Center Director and Program Manager, S/he will be responsible for developing annual communication, visibility and branding plan and fully implement it. With the support from Center Secretary and Program Assistant, s/he will work with five Farm Managers to produce marketing materials (leaflet, technology park description, Interaction Guide, success stories and other materials) and extension materials (technical template, short video clips, articles and others) and act as a main event spokesman of CE SAIN/SIIL who will handle with media folks before, during and after the event.

Objectives:

1. Ensure CE SAIN and donors' visibilities and branding to be implemented properly.
2. Produce market and extension materials for CE SAIN.
3. Professionally handle with media folks before, during and after CE SAIN's events.
4. Increase the reputation of CE SAIN among international organizations, other government ministries and private sector who are actively working in the area of sustainable agricultural intensification and nutrition and environment.

Major Responsibilities:

- Develop and implement marketing, visibility and branding plan of CE SAIN.
- Organize orientation meetings on CE SAIN visibility and branding requirement to staff and continue to coach and mentor them to ensure the application.
- Use appropriate means of communication to convey messages, seek inputs from Center Director and Program Manager to ensure the understanding of the requirements.
- Write and edit the content of CE SAIN Facebook page and website and ensure regular updates of the activities of CE SAIN and proper maintenance.
- Produce marketing (project fact sheet, success stories, articles, leaflets and others), extension materials (technical template, short video clip and others) and best practices of the project to share with stakeholders.
- Prepare press release, media information and welcome package for consultation with RUA/SIIL and donors. After the approval, publish it and deal with media folks accordingly.
- Build good relationship with multi-stakeholders such as international organizations, line ministries, 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 to be secured and safe.
- Participate in developing the strategic plan of CE SAIN.
- Implementing other tasks assigned by CE SAIN.

Minimum Required Qualification/Skills

- Bachelor's or Master's degree in Communication, Mass Communication, Media Management, marketing or other related fields.
- At least one-year experiences in relevant roles.
- Proven track record on video production/editing, digital camera technology and its operation
- Proven track record in design various promotional formats, writing articles and storytelling
- Excellent interpersonal and team player.
- Knowledge of agriculture sector in Cambodia
- Strong computer skills and knowledge of digital presentations.
- Good managerial and ability multi-task meet deadlines.
- Fluent in 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 by closing date below.

Closing date: 5th October 2018

For further information, please contact us via 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.

