

Job Description – Communications Officer

Reports to: Country Manager

Job Purpose:

The main duty of the Forum Syd Communication Officer (CO) is to work closely with Forum Syd's management and partners in relation to internal and external communications efforts. Duties also include coordinating fundraising related tasks, program and project reporting tasks, fundraising related tasks, and advocacy support related tasks.

Main duties and responsibilities:

- Formalize Cambodia Country Communications Strategy, with measurable outputs.
- Responsible for communication and documentation processes for Forum Syd, including web site / intranet maintenance, outreach through text and multimedia based presentations and publications, case studies and records of best practices, together with partner including monitoring development portals Development Aid / Funds for NGOs and coordinating with team on opportunities.
- Make use of existing partner stories and knowledge, analyse potential linkages to Forum Syd advocacy initiatives related to country program thematic areas.
- Take part in Forum Syd advocacy related tasks locally and globally, including evidence-based research for advocacy, advocacy campaigns, symposiums, etc.
- Participate in local and international advocacy networks relevant to Forum Syd country strategy and thematic areas.
- Contribute in developing and implementing program advocacy strategy.
- Coordinate with the Head Office, MT and Project team to locate, research, write and facilitate proposal development and submit grant proposals.
- Participate in all stages external funding, researching potential donors and composing proposals
- Writer / Editor / Proofreader of relevant documents, reports, presentations in English.
- Other relevant tasks as advised by MT, including correspondence to external organisations and the Head Office.
- Maintain Forum Syd social media accounts, including Twitter, Instagram the staff Facebook group.
- Create documents outlining key achievements/ impact programs, needed; including as required by Program Managers or Country Manager.
- Maintain and adhere the established communications calendar, noting key upcoming events, content requests and reporting deadlines
- Create quarterly newsletter be distributed external partners, documenting Forum Syd's in all sectors.
- Raise capacity staff to compile and write success stories, take photos, through training sessions and online assistance

- Assist program officers and manager all stages monthly, quarterly annual reporting, needed for proof reading and editing.
- Assist hosting visitors and donor agencies and Head Office's visits.
- Compile visual written content each project, needed. Also ensure documentation (pictures, quotes stories) events (such celebration important days, donor/high profile visits, etc.)
- Conduct field monitoring visit to write success/ impact stories monthly basis.

Qualifications and requirements:

- At least university degree in relevant fields
- Strong conceptual knowledge, analytical and research skills related to Forum Syd thematic areas, particularly on human rights, environment, climate change and community based natural resources management and community development.
- Advanced communication skills in both English and Khmer.
- Excellent interpersonal and communications skills with mature judgment and proactive approach to problem solving.
- Culturally sensitive with proven ability to work effectively in a multi-cultural environment.
- Demonstrate strong passion and commitment to advancing Forum Syd's Vision, Goals and Core Values and to make a positive change in Cambodia.
- Proven experience on communication, researching, media newsletter, report and proposal writing.
- Excellent ICT skills including MS Word & Excel