

## **TERMS OF REFERENCE**

### **KSCP Communications Officer**

#### **The Wildlife Conservation Society WCS Cambodia Program**

#### **Tasks**

The KSCP Communications Officer will take overall responsibility for internal and external communications to promote the Keo Seima Conservation Project (KSCP) and the REDD+ Project at Keo Seima Wildlife Sanctuary (KSWS), Cambodia.

#### **Responsibilities:**

The KSCP Communications Officer will lead on development of communications material for KSCP by:

- Working with field and technical teams to source news stories that can be used to promote the KSCP.
- Disseminate photos and good news stories through Facebook to promote the success of the project and the work in all WCS sites.
- Lead on other relevant communications, partnership, coordination and project promotional initiatives, including production banner, poster, leaflet, brochure, signboard, flyer, etc., as agreed with the WCS Communications Manager.
- Promote the use of and build capacity for new technologies related to internal and external communication and information management and sharing.
- Take responsibility for WCS KSCP Facebook page
- Produce WCS REDD+ Keo Seima Wildlife Sanctuary's quarterly newsletter.
- Draft press releases to promote the project in the media.
- Undertake training of WCS staff in effective communication skills, as needed.
- Maintain a good relationship with national and international media to ensure accurate coverage.
- Any other duties as requested by your manager.

#### **Qualifications, experience and character:**

- A degree in Communications or other relevant field.
- Demonstrable strong capacity in IT and use of social media.
- Prior experience in a communications role is an advantage.
- Excellent written and spoken Khmer and English language. Ability to write fluently in English for an international audience is an advantage.
- Self-motivated, with an ability to work independently.
- Competency in the use of Adobe Photoshop, Adobe Illustrator and Adobe InDesign for publications, and Adobe Premier video editing.

The position is based in Phnom Penh, Cambodia.

Reports to: Communications Manager.