

ATTACHMENT 1 – TERMS OF REFERENCE

Communications Officer

The Wildlife Conservation Society WCS Cambodia Program

Tasks

The Communications Officer will take overall responsibility for internal and external communications for WCS Cambodia. The Communications Officer will work closely with Communications Consultant and WCS Management to develop and implement a communication strategy for WCS Cambodia.

Responsibilities:

- The Communications Officer will work closely with Communication Consultant and WCS team to assess communication requirement and develop a Communication Strategy for WCS Cambodia.
- The Communications Officer will lead the Communication Strategy by:-
 - Working with teams to prepare regular project updates and success stories, additional information, and other communications tools as required and set out in the strategy.
 - Leverage WCS Cambodia reputation onto the global stage through the report launching, awareness campaign, etc.
 - Coordinate production of promotional tools such as movies, articles, social media, and other mechanisms 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, as agreed with the WCS Cambodia Country Director.
 - 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 Cambodia Facebook, Twitter and Website.
 - Produce WCS monthly newsletter, plus Keo Seima Wildlife Sanctuary's quarterly newsletter.
 - Support improvements to processes and procedures for collecting, saving, and preserving project information including documents, files, films, photos, and reports.
 - Support individual teams and staff in their information management and collaborate to develop optimal organization strategies.
 - Ensure external flow of information (documents, reports) via digital channels including website and social media.
 - Undertake training of WCS staff in effective communication skills.
 - Maintain a good relationship with national and international media to avoid media crisis and ensure accuracy coverage.
 - Arrange press trip to WCS's landscapes to promote conservation and its challenges.

Qualifications and experience:

- A degree in Communication, Design, Natural Resources Management, Forestry, Climate Change, Development Studies, Geography, or other relevant field.
- At least five years of relevant senior experience with projects in Cambodia, with an emphasis on communications, coordination, governance, capacity building, and/or local stakeholder issues. Supervision of multiple staff in a project management or coordination role.
- Demonstrable strong capacity in IT and document layout / design, with experience of training, and also learning, adapting and training others in new software technologies and tools.

- Excellent written and spoken Khmer and English language. Ability to write fluently in English for an international audience.

The position is based in Phnom Penh, Cambodia with regular travel to Project Sites.

Reports to: Technical Lead (TL) – WCS Cambodia Country Director.

- The Communications Officer will participate in a range of team meetings, as well as other key meetings and workshops with government, donor and community partners.