

**TERMS OF REFERENCE**  
**Wildlife Conservation Society**  
**WCS Cambodia Program**

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Staff Name : .....  
Position : Project Communications Officer  
Project Name : EU TSBR Project  
Duty Station : Phnom Penh, with frequent travel to provinces around the Tonle Sap Lake  
Report to :  
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**Background:**

The Wildlife Conservation Society, founded in 1895, has the clear mission to save wildlife and wild places across the globe. WCS's goal is to conserve the world's largest wild places in 16 priority regions, home to more than 50% of the world's biodiversity. We currently manage about 500 conservation projects in more than 60 countries.

WCS has been working in partnership with the Royal Government of Cambodia since 1999, providing technical advice and support for the conservation of key habitats and species across the country.

The WCS Cambodia program is growing rapidly! We are expanding our family and are looking for applications from qualified candidates to fill the Communications Officer position for a new four-year project funded by the EU. The "Our Tonle Sap" Project adopts an integrated landscape approach to strengthen resilience to environmental change in ecosystems, communities and biodiversity throughout the Tonle Sap Biodiversity Reserve. The Project has six co-applicant partners. The Project works simultaneously across multiple scales with government, communities and the private sector. It will enhance management and restoration of critical habitats to facilitate resilience to environmental change by improving government and community management of protected areas, developing and implementing community-level fire management plans, piloting community-managed vegetation rehabilitation and silviculture, and developing ecologically resilient livelihoods that protect floodplain habitat. The Project will also address the drivers of environmental change by supporting national and sub-national government to develop policy that incorporates adaptation and sustainability considerations, and working with development agencies, banks and the private sector to improve environmental and social practices.

**QUALIFICATIONS AND EXPERIENCES:**

- A minimum of 5 years' experience in media and communications
- 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 (or equivalent).
- Working with field teams and partners to source news stories that can be used to promote the OTSP.
- Taking and disseminating photos/videos and good news stories through facebook to promote the success of the project

- Leading 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.
- Creating contents for WCS Facebook page to promote the project activities and achievements
- Producing OTSP quarterly newsletter.
- Drafting press releases to promote the project in the media.
- Organizing workshop/training on effective communication skills for WCS project staff and partners, as needed.
- Maintaining good relationship with national and international media to ensure accurate coverage.
- Any other duties as requested by your manager.