

## Terms of Reference

**Position:** Technical Communications Officer

**Reports to:** Senior Manager, Communications and Knowledge Management

**Location:** Phnom Penh, Cambodia

**Period of Assignment:** July 2024 – June 2025

**Duration:** 12 months

**Employment type:** Consultant, full time

**Contractual arrangement:** International recruitment

### Overview:

Are you a Cambodia-based native English speaker looking to kickstart your career in international development? The Cambodia Australia Partnership for Resilient Economic Development (CAPRED) is seeking a highly motivated **technical communications officer** to support our dynamic communications across all aspects of the program.

CAPRED, Australia's flagship economic development program, supports Cambodia's resilient, inclusive and sustainable growth through our work in agriculture, agro-processing, trade, investment, enterprise development, water, energy, policy, climate resilience, and gender equality, disability and social inclusion.

The program is complex, creating systemic change from simultaneous, cumulative economic approaches and interventions. And this requires effective communications—that cuts through the noise to tell simple, impactful stories of change. The **technical communications officer** will be crucial in supporting the team to make this happen.

The **technical communications officer** will contribute to: crafting compelling communications materials, creating innovative digital content, ensuring quality, and executing campaigns and events.

### Our ideal candidate is:

- **Curious.** We're not interested in someone who has all the answers. Telling great stories requires asking great questions. Candidates should be driven by an interest in Cambodia – and a commitment to supporting the team to create lasting change.
- **An excellent communicator.** We need someone to help us identify and construct interesting stories across program areas. Candidates should be able synthesise and eliminate jargon to effectively communicate impact.
- **Intelligent and high functioning.** At CAPRED, we have big ambitions. We're interested in an energetic and professional candidate, who can learn quickly to absorb complex technical approaches and translate these into simple messaging.



- **Committed to quality.** We are looking for someone who is discerning, with a keen eye for detail to ensure all communications meet high standards.
- **Social!** CAPRED is a large, welcoming team of diverse professionals. We need someone who likes to work with people and can foster relationships easily.

### **What we offer:**

At CAPRED, we are cognisant that our team members are our most valuable resource. We aim to ensure that each role improves the career trajectories of those filling it.

For the right candidate, **the technical communications officer role offers** an excellent springboard into a successful career in international development. It provides a deep dive into aid delivery through one of Cambodia's largest and most comprehensive bilateral programs. The technical communications officer will gain experience in: working with the Australian government, innovative communications approaches, and system change programming across diverse sectors, including solutions to foster gender equality, inclusion and climate resilience.

We are looking for enthusiastic candidates – not just those who tick a select number of boxes or years of experience – and we will consider applicants from a range of backgrounds. If you think you might be a good fit, please apply.

### **Key responsibilities:**

- Write and edit articles, case studies, press releases, speeches and other materials to showcase Australia's investment in Cambodia through CAPRED.
- Assist in the development and dissemination of multimedia communications content for client- and program-led social media platforms.
- Support the management of digital platforms, including CAPRED's website, messenger applications and social media channels; evaluate performance using analytics and suggest improvements in approaches and messaging.
- Review communications products to ensure quality and alignment with CAPRED communications objectives.
- Contribute to the development of policy briefs and market intelligence reports.
- Assist in the organisation, execution and communications outputs of events.
- Prepare reports on communications activities and outcomes, as needed.

### **Expected qualifications:**

- Excellent writing and editing skills; native English speaker. (The recruitment process will involve the need to clearly demonstrate these capabilities.)
- At least two years of professional experience.
- Experience with digital media and social media management tools.
- Ability to adapt to a dynamic work environment and work effectively in a team.



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**Preferred qualifications:**

- Bachelor's degree in communications, journalism, development or related field.
- Experience with graphic design.
- Understanding of development programming or familiarity with Cambodian context.
- Knowledge of communications ethics and best practices.

This is a full time contract position with attractive rate being commensurate with qualifications and experience.

**Closing Date: Monday 24 June 2024**

**How to apply**

Please send your cover letter and CV with name and contact details (phone and email) of three professional referees with your expected daily rate to [recruitment@capred.org](mailto:recruitment@capred.org) mentioning the position you apply for in the subject line "**Technical Communications Officer**".

*Cowater International is an equal opportunity employer, basing employment on merit and qualifications as they relate to the professional experience and position expectations. Cowater does not discriminate against any employee or applicants on the basis of race, religion, sex, gender identity, disability, age, or any other basis protected by law. CAPRED aims to have a diverse workforce at all levels, and a workplace that is supportive of gender equality, disability and social inclusion. Women, people with disabilities and other minorities are highly encouraged to apply.*

Only applicants shortlisted will be contacted for interview.