

## Terms of Reference

**Position:** Event and Campaign Management Officer

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

**Location:** Phnom Penh, Cambodia

**Duration:** 12 months, with the possibility of extension based on performance

**Employment type:** Full time

**Contractual arrangement:** Eligible for Cambodian residents/citizens only

### Overview

*Are you a team player who thrives in a fast-paced environment? Are you looking to grow and develop your skills in the development sector? Join our dynamic team to support impactful events and campaigns.*

The Cambodia Australia Partnership for Resilient Economic Development (CAPRED) is Australia's flagship economic development program in Cambodia. CAPRED is seeking a highly motivated **Event and Campaign Management Officer** to help elevate outreach and awareness-raising initiatives across the program.

CAPRED supports Cambodia's resilient, inclusive and sustainable economic growth through our work in agriculture, agro-processing, trade, investment, enterprise development, water, energy, policy, climate resilience, and gender equality, disability and social inclusion. To learn more about the program, visit [www.capred.org](http://www.capred.org).

### Position summary

The **Event and Campaign Management Officer** will play a critical role as part of CAPRED's fast-paced and high-performing Communications and Events team to support quality implementation of events and social and behavior change communications campaigns.

We are looking for someone who is **creative** in their approaches, **proactive** in problem-solving, **passionate** about communications for impact, and **social** to successfully engage government, businesses and program participants. The right candidate will be able to work collaboratively, function independently, think on their feet, be committed to results, and be comfortable leading multi-faceted projects.

At CAPRED, we know that our team members are our most valuable resource. For the right candidate, the **Event and Campaign Management Officer** role offers enormous opportunities for learning and growth. 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.

### Roles and Responsibilities

- Lead and coordinate with team members and external parties to ensure smooth preparation and organisation of events and campaigns.
- Develop and implement comprehensive campaign strategies, timelines and budgets, aligned with CAPRED's overall objectives.
- Provide guidance and support to technical and cross-cutting team members on event and campaign-related matters.
- Develop and implement crisis management and contingency plans for events and campaigns.
- Maintain a database of upcoming strategic events and inform relevant teams to prepare for these.
- Organise and maintain data from each event, ensuring proper filing and record-keeping.



- Support in conducting market research and analysis to identify target audiences and develop effective messaging in line with campaign goals and objectives.
- Oversee the creation of campaign materials, including creative assets, copywriting and design and manage the production and distribution of marketing/communications materials.
- Coordinate with internal teams and external agencies/parties to ensure timely and effective execution of campaigns.
- Monitor and evaluate campaign performance and make necessary adjustments to optimise results.
- Communicate effectively with all stakeholders, managing expectations and addressing concerns.
- Perform other tasks as assigned, such as drafting press releases or social media content

### Essential Criteria

- At least five years' experience in communications, campaign management, event organisation or related field
- Strong written and verbal communication skills both Khmer and English
- Proven ability to be highly organised and manage multiple projects simultaneously
- Excellent interpersonal and relationship-building skills

### Preferred Criteria

- Bachelor's degree in media and communication, journalism, public administration or related field
- Ability to work independently and as part of a diverse team
- Ability to contribute to building an inclusive work culture
- Ability to work under pressure and meet deadlines
- Demonstrated commitment to gender equality, disability and social inclusion (GEDSI) and climate resilience

This is a full-time position located within the CAPRED facility office in Phnom Penh with attractive monthly remuneration package being commensurate with qualifications and experience. Any travel outside Phnom Penh for work purposes will be adequately compensated within the CAPRED Operations Manual guidelines.

**Closing Date:** We are looking for the right candidate, so there is no formal closing date for applications. But if you are interested, please submit your application as soon as possible. We will be reviewing applications on an ongoing basis.

### How to Apply

Please send your cover letter and CV with name and contact details (phone and email) of three professional referees to [recruitment@capred.org](mailto:recruitment@capred.org) mentioning the position you apply for in the subject line 'Event and Campaign Management 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.

