



JOB DESCRIPTION

- 1. Title and Full Name:** To be filled in
- 2. Job title:** Information Analyst/Writer
- 3. Status:** Full time
- 4. Department:** Social Cooperation
- 5. Organizational Relationship:**
- **Supervised by:** Program Manager – Women
 - **Report to:** Program Manager – Women
 - **Coordinating:** With all Social Cooperation and Open Institute personnel

6. Duties and Responsibilities:

The main responsibilities of the Information Analyst /Writer are the production and content collection for the women web portal and the women bulletin. Detail are as follow:

1. To write at least 3 articles per week on women/gender/ and on women and economic related for the women web portal and women bulletin.
2. To organize a proper layout and do first editing the women bulletin.
3. To collect content from women organizations, women networks, government and other institutions whose work related to women's issues and rights.
4. To work as a team member to select articles and content for uploading to the Women Webportal and for the women bulletin.
5. To translate content from Khmer into English and vice versa, whenever needed for the Women Webportal and for the women bulletin.
6. To type or convert collected content to Khmer UNICODE, proof read, do necessary content formatting before uploading them to respective information categories of the Women Webportal and double check the uploaded content to make sure that they appears correctly.
7. To file the collected hard and electronic content in an appropriate information management system that can be easily accessible and searchable whenever needed.
8. To identify information sources and then inform the Program Manager/Assistant in order to establish organizational cooperation.
9. To maintain ongoing and good communication and relationship with partner organizations and information sources.
10. To participate in the communication spaces, email, mailing list, blog and forum of the Women Webportal.
11. To work as a team member promote the Women Webportal and women bulletin among women organizations, women networks and those involved in women's issues and rights.
12. To regularly communicate and develop reports, work plan, time schedule,

arising problems, and results of related works to the immediate supervisor.

13. To participate and contribute knowledge and experience to build team capacity.
14. All access and information must be kept confidential and be communicated internally only with the person(s) designated by the immediate supervisor.
15. Administrative access permission (user name and password) of all hosting and web systems are only granted to do the assigned tasks. Any change must have prior approval from the immediate supervisor.
16. To perform effectively and in timely manner works assigned and undertake any other support duties as may be required from time to time by the Women Program Manager.

Created on: 14/01/2010. Version:1. By: The Open Institute.