



## **JOB DESCRIPTION**

- 1. Title and Full Name:** To be filled in
- 2. Job title:** Communications Officer
- 3. Status:** Full time employee
- 4. Department:** Social Cooperation
- 5. Organizational Relationship:**
- **Supervised by:** The Women's Project Coordinator
  - **Report to:** The Women's Project Coordinator
  - **Coordinating:** With all Women's program and Open Institute personnel
- 6. Duties and Responsibilities:**

The responsibilities of the Communications Officer for the Women's Program are as follow:

1. To promote and facilitate effective face-to-face and electronic communications – mailing list, blog and online forum – of the women's program with women's organizations and networks, with its program partners and targets.
2. On a regular basis as agreed with the Women's project coordinator, to initiate and participate in the communication spaces: mailing list, blog and online forum of the women's program.
3. To keep communication as an active part of the Women's web portal.
4. To communicate effectively and continually with women's institutions and networks and media in order to keep promoting the profile of the Women's program together with the profile of the Open Institute as the organization.
5. To arrange for publicity for the organization and for the Women's program through different outlets.
6. In collaboration with the Women's Project Coordinator, to develop concept and content of the Women's program publications such as press releases, newsletters, brochures, banners, leaflets, posters, radio spots and etc. And organize and distribute the publications.
7. To assist program coordinator in organizing the Editorial Advisory Group meetings and Women's forums.
8. To initiate communications planning and strategy for the Women's program. And then to implement them.
9. To raise awareness to the Women's program's partners on the benefits of Information Communication Technology and Free and Open Source Software through communications.
10. To participate in meetings and forums organized by the Women's program to ensure that the effective communication part is in place, to monitor how

communication is carried out as well as how it can be further improved.

- 11.To travel to provinces and outside of Cambodia.
- 12.To regularly communicate and develop reports, minutes and documentation of related tasks, work plan, time schedule, arising problems, and results of related works to the Women's project coordinator.
- 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 Executive Director or her designated person.

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