



## SILAKA Job Description

### Close-GAP Advocacy and Networking Officer

As of Aug 8, 2018

#### Summary Responsibility:

<b>Position Title</b>	CLOSE-GAP Advocacy and Network Officer (ANO)	<b>Over all Responsibilities</b> S/he is responsible to plan and implement all advocacy strategy to meet project goal. S/he is the front person to connect with all agencies both CSOs and government officials.
<b>Responsible to</b>	Project Manager	
<b>Supervise</b>	None but in coordination with other program	

**Monthly salary range: \$750 – \$850.00**

#### Detail Tasks:

- *Advocacy and Networking:*
  1. Mapping stakeholders relevant to the project and build up baseline data on their position, profile, and contact number;
  2. Seek deep understanding of the project goal and objectives and philosophy to fine tune SILAKA's position and messages;
  3. Attend meeting and all platform on behalf of SILAKA;
  4. Meeting with Project Manager and Management Team to update on those meeting and platform;
  5. Seek opportunities to expand and strengthen partnership with all partners and donors;
  6. Initiate the Advocacy Plan for the project, and work plan to submit for approval;
  7. Spoke to the media on behalf of SILAKA and the project;
  8. Maintain relationship with all relevant CSOs, national government and local authorities;
  9. Monitor the implementation of plan and initiate amendment when appropriate;
  10. Participate in local and national forums organized by the project;
- *Communication with key Government agency, donors and the public:*
  1. Contact person with key government agencies communication;
  2. Represent SILAKA in event with government agencies and development partners;
  3. Spoke on behalf of SILAKA at on media outlets;

4. Participate with other CSOS on join initiative and project;
5. Participate in national and regional platform to discuss on the situation and context of the country;
6. Monitor SILAKA compliance with the bylaws deposited with the Ministry of Interior and Ministry of Finance; and
7. Submit requirement report for compliance to the Ministry of Finance and Ministry of Interior.

**Key skills and qualifications:**

1. Be a local application with at least 4 year experiences as network officers and spoke person of a project or an organization, preferably in the non-profit sector;
2. Graduate from university or comparable experiences in the field in the media, communication field;
3. Has good general knowledge on basic laws, history, and culture;
4. Fluent in women rights and advocacy at the national and regional level;
5. Knowledge of the government agencies and women machinery;
6. Possess leadership ability to motivate stakeholders;
7. Excellent presentation and communication skills;
8. Possess reputable personality and track record on honest and moral high standard;
9. Ability to synthesize discussion and speech;
10. Fluent in speaking, writing and reading and high quality report writing in Khmer and English;
11. Other tasks as assigned by Project Manager.

To apply for the position, please send in cover letter, with a filled SILAKA job application form, and a most update CV to [silaka@silaka.org](mailto:silaka@silaka.org) by August 31, 2018 or until position is/are filled. Short list of applicants will be notified by the mid of September 2018. Successful applicants should be able to start working by the beginning of October 2018.