



Job Description

Communication Officer

As of Aug 8, 2018

Summary Responsibilities:

Position Title	Communication Officer (CO)	Over all Responsibilities
Responsible to		s/he is responsible for all communication for SILAKA with the general public. S/he is responsible for developing strategy and plan for electronic communication of the Close GAP project.
Supervise	N/A	

Monthly salary range: \$550 to \$650

Detail Tasks:

1. Initiate the strategy to use media as tool for communication to the public;
2. Seek information on the project concepts, goal and objectives to streamline communication to stakeholder;
3. Develop communication strategy for the project and implement it;
4. Orient other project staff to provide input to the communication strategy;
5. Initiate feedback to the efficiency of the communication and people using the platform;
6. Develop TORs for resource persons to support the project needs as arise;
7. Solve problems with communication arise of hard ware and software;
8. Facilitate the monitor the implementation of communication strategies;
9. Facilitate the review of the plan and amend if necessary;
10. Network with other agencies and technicians working in the same field.
11. Draft report containing of people access and read the site; and
12. Other tasks as assigned by the Project Manager.

Key skills and qualifications:

1. Be a local applicant with at least 2 year experiences as communication officer of an organization, preferably in the non-profit sector;
2. A graduate from higher university or comparable experiences in the field in the It and electronic;
3. Knowledge on human rights and women rights;

4. Knowledge of the government agencies and women machinery;
5. Ability to plan and to self-directed, needs little supervision, and a good interpersonal relationship/ ability to work in team;
6. Ability to interpret policy and on how to implement it;
7. Honesty and of high moral character;
8. Possess general knowledge on government system and local laws;
9. Ability to write article and stories for posting;
10. Knowledge of software to help art design for the project;
11. Fluent in speaking, writing and reading and high quality report writing in Khmer and English;
12. 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 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.