



POSITION DETAILS	
Position Title:	Communications Manager
Department:	Program Unit
Reports to:	Chief of Party
Type of Contract:	Undetermined Duration Contract (UDC)
Location of Work:	Phnom Penh, Pact Cambodia office
Work Conditions:	Full-time
JOB DESCRIPTION	
Pact Overview	
<p>At the heart of Pact is the promise of a better tomorrow. A nonprofit international development organization founded in 1971, Pact works on the ground in nearly 40 countries to improve the lives of those who are challenged by poverty and marginalization. We serve these communities because we envision a world where everyone owns their future. To do this, we build systemic solutions in partnership with local organizations, businesses, and governments that create sustainable and resilient communities where those we serve are heard, capable, and vibrant. Working in Cambodia since 1991, Pact has supported Cambodian civil society and strengthened the capacity of institutions run by and for Cambodians to end poverty and injustice.</p>	
Department Overview	
<p>Pact is implementing a 5-year Women Entrepreneurs Act (WE Act) project, funded by USAID. WE Act will focus on supporting young women between the ages of 15 and 35 in urban centers to access the knowledge, tools, and resources necessary to realize their full potential as entrepreneurs and leaders in their communities. The overall goal of the project is to see young women improve their socio-economic status.</p>	
Position Purpose	
<p>Pact is recruiting a Communications Manager for the WE Act project. The Communications Manager will ensure that clear and professional informational products (e.g., social media information, reports, newsletters, and case studies) are available to the donor and other project stakeholders such as entrepreneur ecosystem actors and Young Women Entrepreneurs. He/she will support the Project through the use of strategic communication platforms to interface with representatives from private businesses, civil society, financial institutions, and the public sector to inform and contribute towards the objectives of the Project.</p>	
Key Responsibilities	
<ul style="list-style-type: none"> • Create external and internal outreach materials using effective communication platforms. • Lead the development of the Project’s outreach and communication strategy and products, including press releases, presentation templates, and success stories. • Lead and manage the project’s social media communications using multiple strategic platforms • Coordinate marketing and promotion of the Project. • Develop and manage the production of professional publications such as newsletters, leaflets and brochures. • Use communications as a tool to support the achievement of the project goals through a variety of media tools (this includes, digital media, print, video, and others) • In coordination with Project team, ensure donor, partner, and key stakeholder are kept updated with activities and outcomes. • Support and write as required the production of project deliverables and technical documents or studies to international, regional, and domestic audiences. • Manage relationships with media, and sub-contractors as appropriate. • Provide regular written/oral program progress updates as requested. • Provide capacity development support to subgrantees around the strategic use of information and 	



communications technologies (ICT).

- Perform other duties as assigned.

Basic Requirements

- At least Bachelor’s Degree in a relevant field, such as journalism, public policy analysis, communication
- At least 5 years of related work experience in a strategic communications/public relations/outreach role
- Fluency in Khmer and professional level of English are preferred.
- Willingness to learn on the job and work closely with the programs team

Preferred Qualifications

- Prior experience with entrepreneurship and/or private sector engagement on economic development issues.
- Experience in graphic design including publications and video animation in creative ways.
- Experience in strategic communications and outreach
- Demonstrated expertise in using ICT to support institutional strategies
- Demonstrated expertise in developing and implementing innovative outreach tools
- Experience with donor-funded activities, preferably USAID.
- Be able to travel locally and internationally
- Be committed to positively contributing to the teams work in a learning environment

Pact is committed to gender diversity and interested applicants could submit a current resume and cover letter referencing the position applied for by **17th May 2019 at 5:00 PM** (do not include certificates or recommendations) to Email: pactcamjobs@pactworld.org

Agreed by the Incumbent:		Date:	
Approved by Supervisor:		Date:	

Pact is an equal opportunity employer and does not discriminate in its selection and employment practices on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization, or other non-merit factors.