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## Job Description

### Communications and Learning Specialist

#### ABOUT US

With more than 30 years of experience, Cowater is Canada's global leader in management consulting services specializing in international development. Cowater is managing the Australia-Cambodia Cooperation for Equitable Sustainable Services (ACCESS) Program. ACCESS is a three-year (2018-2021) Australian Government initiative to improve the sustainability, quality and inclusiveness of services for persons with disabilities and for women affected by gender-based violence (GBV) in Cambodia. ACCESS reflects Australia's strong commitment to supporting human rights, gender equality and disability-inclusive development in our region. ACCESS works in partnership with the Royal Government of Cambodia to support the implementation of the National Action Plan to Prevent Violence Against Women (NAPVAW) and the National Disability Strategic Plan (NDSP).

#### SUMMARY OF POSITION

Cowater International Inc. is recruiting a **Communications and Learning Specialist** to support a DFAT- Australia funded development initiative in Cambodia, which aims to improve budget processes and increase the accessibility of services for persons with disabilities and for women affected by gender-based violence (GBV).

Reporting to the Monitoring and Evaluation Manager, the Communications and Learning Specialist will undertake a critical role in the core program team to ensure that lessons from the program are captured and disseminated to program stakeholders and other development partners, in order to contribute to improved global GBV and disability programming.

#### KEY RESPONSIBILITIES

- Assist the development of a Communications and Knowledge Management (CKM) work plan and manage its implementation;
- Liaise with stakeholders such as DFAT, Government of Cambodia, Development Partners, media, communications suppliers, social media influencers, academics etc. to ensure that communications are tailored to various audiences' needs;
- Design the overall program communications strategy in collaboration with the Monitoring and Evaluation team and Team Leader;
- Develop, manage and update program communications tools;
- Prepare content specifically targeting different stakeholder groups;
- Coordinate with M&E and Program Technical Teams to interpret results from surveys, evaluations, studies and reports to identify lessons to be publicized and develop strategies for effectively communicating the results to specific audiences and translating them into knowledge products for publication and dissemination;

- Collect information from Partners and other stakeholders for documentation, website content, newsletters and other knowledge sharing products;
- Participate in program monitoring and evaluation as directed;
- Manage the Program’s website and social media accounts as information sharing platforms, including managing all website content and coordinating website development with external contractors, as necessary;
- Implement interactive joint-learning activities, networking events and conferences, as required.
- Proactively seek external events at which to promote lessons captured from the program;
- Provide oversight to the development of journalist/media articles;
- Manage contracts related to communications, media, journalists and website, where necessary;
- Anticipate and act upon any additional communication-related needs as they arise; and
- Undertake any other communications, monitoring and evaluation or knowledge management related tasks, as directed by the Monitoring and Evaluation Manager or Team Leader.

## **JOB REQUIREMENTS**

### **Education:**

- Postgraduate qualification in Communications, Journalism, Development Studies or another relevant field.

### **Minimum Experience:**

- Minimum 6 years of experience planning and preparing communications for outreach, knowledge sharing and advocacy including success stories, news releases, brochures, etc. for development programs.

### **Essential Skills:**

- Technical desktop/editing/publishing/graphic design skills;
- Familiarity with working with donor-funded programs and government;
- Experience in establishing and managing professional relationships with media;
- Understanding of development, poverty and/or issues of inclusion is an asset;
- Strong knowledge of, and/or prior experience working in, the disability and GBV sectors within the development context;
- Ability to perform to a high standard and deliver high quality outputs;
- Ability to work collaboratively in a team environment, delivering quality within given timeframes;
- Open-minded, familiar working with people from diverse backgrounds; and
- Strong English and Khmer language skills, both written and spoken.

Job Location : Phnom Penh, with travels to the provinces depending on job requirement  
Schedule : Full-Time  
Salary : As per experience and salary grid  
Closing Date : January 10, 2020  
How to apply : Please send your cover letter and CV to [jobs@accesscambodia.org](mailto:jobs@accesscambodia.org)  
and call to 012 876 549 if you have any question regarding to the application.

Cowater International Inc. promotes equal opportunities for all. We welcome and encourage applications from women and from persons with disabilities. Candidates are encouraged to apply before the closing date provided as applications will be assessed as they are received. Only applicants shortlisted for interview will be contacted.