
Job Description

STA-Communications Material Editor

ABOUT US

With more than 35 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 Communications Material Editor to support the ACCESS Program. Reporting to the Deputy Team Leader, (within the Communications Portfolio) and working in close collaboration with the national Communications and Media Specialist, the Communications Material Editor will undertake a critical role in the professional editing of reports, communications materials and technical documents in the thematic areas of gender equality, elimination of gender-based violence and disability inclusion, as well as non-technical documents to support ongoing communication needs.

KEY RESPONSIBILITIES

- Provide writing, editing and proof-reading services for materials including articles, social media posts, speeches and talking points for key events, brochures, press releases, newsletters, factsheets, infographics and other publications and knowledge products.
- Support the Communications and Media Specialist to implement strategies for effectively communicating program results to specific audiences and translating them into communication products for publication and dissemination.
- Review project documents including draft text for project communications materials;
- Develop relevant content for project promotional materials for print and web.
- The editor will be responsible for ensuring:
 - Copyediting, proofreading, filling in gaps in the information, restructuring and rewriting if required
 - Correct spelling and appropriate use of words with correct grammar and syntax
 - A consistent style and format throughout the document and across all

requested Facebook drafts, as guided by DFAT's social media content expectations for Facebook posts and other relevant media publications.

- Correct use of English while maintaining the authors' writing style to the extent practical
 - Elimination of repetition and inconsistencies
 - Appropriate positioning and numbering of boxes, figures, and tables
 - Consistent font (s) – as relevant to headings and text
 - Appropriate use of italicized and bolded words
 - Ensure all footnotes, sources, references are complete and consistent
 - Thorough review of annexes (people consulted, bibliography, etc) to highlight incomplete areas along with consistency in presentation as per ACCESS/DFAT publication guidelines.
 - Prepare a complete table of Contents and Acronym List per document.
 - Proof-read designed layout files to ensure a complete print ready file.
- Create shareable digital content such as professional articles, blogs, and social media posts.
 - Assist the Communications Specialist with the development and review of communications materials for the ACCESS website and social media pages.
 - Undertake any other duties as reasonably directed by the Deputy Team Leader.

JOB REQUIREMENTS

Education:

- A Master's degree in Communications, Journalism, Development Studies, or another relevant field and/or experience.

Minimum Experience:

- At least 2-3 years of work experience in similar position – Experience working under previous development programs will be highly regarded.

Essential Skills:

- Strong knowledge of, and/or prior experience working in, the disability and GBV sectors within the development context;
- Proven work experience in social media and/or media relations.
- 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;
- Strong English language skills, both written and spoken. Khmer language skills will be highly regarded;
- Computer literate with capability in email, Microsoft Office, and related business and communication tools

- Open-minded, familiar working with people from diverse backgrounds;
- Understanding of development, poverty and/or issues of gender and social inclusion is an asset; and
- Familiarity with working with donor-funded programs and government is an advantage.

Job Location : Phnom Penh, with travels to the provinces depending on job requirement

Schedule : Short-term with a Level of Effort of 60 days over a period of one year

STA Daily Rate: Advisor Remuneration Framework (ARF)-Discipline Group B, Level 4

Contract period: 60 Days from commencement to June 2021

Closing Date : September 28, 2020

How to apply : Please send your cover letter and CV to 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.