

Terms of Reference

<i>Program Title:</i>	<i>National Program for Sub-National Democratic Development – Implementation Plan 2015 – 2017 (IP3-II)</i>
<i>Assignment:</i>	Information and Communication Officer
<i>Location:</i>	<i>NCDD Secretariat in Phnom Penh, with frequent travels to the provinces</i>
<i>Duration of contract:</i>	<i>12 months with possibility of extension</i>

1. Background

Based on the Organic Law on Administrative Management of the Capital, Provinces, Districts, Municipalities and Khans adopted in May 2008, the ten-year National Program for Sub-National Democratic Development (NP-SNDD)-2010-2019- and its first three-year Implementation Plan (IP3) - 2011-2013 - have been approved by the Royal Government. The purpose of the NP-SNDD and the IP3 are two-fold: to develop accountable, sub-national democratic institutions with effective administrations, and to promote improved sub-national development for the benefit of the Cambodian population.

Underlying the design of the IP3 is a national effort to develop capacity at all levels of government for democratic development including policy formulation, institutional strengthening and human resource development. At sub-national level, specific emphasis is focused on the level of the district/municipality.

The National Committee for Sub-National Democratic Development (NCDD) is mandated as the overall program authority and through its Secretariat (NCDD-S) is responsible for policy formulation and program coordination. Under the overall management of the Director and his appointed Deputies, the NCDD-S consists of four Divisions: Policy Analysis and Development; Program Management and Support; Administration and Finance; and Monitoring, Evaluation and Information.

The Office of NP Monitoring, Communication and IT Support has the following functions:

- i. IT support to the NCDD-S functions of (i) monitoring the implementation of the National Program and (ii) developing the overall SNA data management. It will support the preparation of periodical NP implementation reports and will provide the framework within which the different databases of the SNAs will be developed and maintained by the responsible agencies (MOP, MOI, NCDD-S/SNA Observatory) and the interface with other databases (e.g. of the Local Finances Department of MEF)
- ii. Communication, including maintenance of the NCCD website, preparation and publication of material for print, radio and TV and the development of an intranet, to allow interaction between staff in different offices and in the provinces.

This Terms of Reference is for the position of Information and Communication Officer, positioned within the Monitoring and Evaluation Office of Monitoring Evaluation and Information Division.

2. Key duties and Responsibilities

The primary responsibilities of the Information and Communication Officer are to:

- Assist in developing and implementing NCDDS's communication strategy.
- Formulate annual work plan and budget for communication to be implemented at national and sub-national levels.
- Assist in creating Information, Education, and Communication (IEC) materials, managing NCDD's website, conducting media campaign, organizing events, and maintaining media relations.
- Collect legal documents, digital resources, and NCDD databases from different sources, maintain, and disseminate to stakeholders via various channels.
- Periodically update and improve the contents of website in terms of coverage, relevancy, readability and timeliness.
- Write news, success stories, good practices, and lessons learned of the implementation of Decentralization and De-concentration (D&D) policy reform, good governance, effective public service delivery, and local development, and disseminate through various media outlets.
- Initiate, produce, and write contents of NCDDS newsletter in Khmer and in English (both electronic and print versions).
- Provide technical communication supports to NCDDS's government officials at national and sub-national levels with effective public information dissemination.
- Prepare monthly and annually report on communication activities and outcome as required and submit to Head of Division.
- Assist NCDD library team in collecting, compiling, and disseminating information and other documents related to sub-national democratic development.
- Assist in translation of relevant documents, reports and correspondence from Khmer to English and vice versa.
- Other duties as assigned by Head of Division.

3. Reporting Relationship

The Information and Communication Officer will work under the overall supervision of the Chief of M&E and Information Division of the NCDD Secretariat, and will work closely with the Chief, deputy chief of each Office and other key staff and advisers.

4. Qualifications

Education:

Degree from a recognized university in journalism, media, communication, public relation, or any related fields

Experience:

1) At least three years of post-qualification work experience in journalism, communications, media, or in a similar discipline.

2) Proven experience in all aspects of media contents development and writing covering projects, social and developmental issues and challenges in Cambodia.

Proven technical skills and competencies covering:

- 1) Newsletters, magazine, and webpage writing, radio and TV production, and graphic design.
- 2) Writing and editing in non-technical language and proofreading.
- 3) Desktop publishing tools and techniques.

Abilities:

- 1) Ability to work independently and collaboratively.
- 2) Ability to work under pressure and to meet tight deadlines.
- 3) Ability to convert technical and project information into readable stories for the general public.