



International
Labour
Organization

Job Vacancy Communications Assistant GS-5

 **better
factories**
Cambodia

Program

Better Factories Cambodia (BFC) is an innovative program which seeks to improve working conditions in the export garment industry in Cambodia. It is based on a model of continuing improvement which includes monitoring for compliance with the Cambodian labour law and core international labour standards, and remediation training activities. The program emphasizes the link between improving working conditions and the competitiveness of the industry, with a focus on quality and productivity. Better Factories Cambodia works closely with its partner organisations (Ministry of Labour and Vocational Training, Garment Manufacturers Association of Cambodia and unions) and other stakeholders such as NGOs and international buyers.

Better Factories Cambodia has a sustainability strategy that aims to make it a local independent body by the end of 2010. The project is currently engaged in a transition period where increased and strengthened communications activities are required.

The Communications Assistant position will suit a candidate with established skills in the required areas and who has a willingness to develop new skills and take on increasing responsibility as the project develops.

Function

To assist with the development and implementation of the communications strategy of the ILO *Better Factories Cambodia* program so as to promote BFC and increase awareness among stakeholders of BFC's expertise and programming.

Duties and Responsibilities

Media Research and Relations

- Collect photo, video resources and related information for promotional use;
- Collect and obtain information for inclusion in *Better Factories Cambodia* website;
- Search and select relevant information and official records;
- Serve as the first contact point with the media and maintain good contacts with media representatives;
- Reply to requests received from the public, special interest groups, officials and press for information materials and activities of the program;

Communications Materials & Events

- Manage development and production of publications and promotional items for *Better Factories Cambodia* including newsletters, information kits and training materials;
- Help draft and distribute press releases to media representatives and constituents;
- Draft and translate documents for events and meetings;
- Assist in the layout and design of information and promotional materials;
- Assist in the organization of promotional activities such as meetings and visits, seminars, exhibitions, advocacy campaigns, press conferences and special events;

Administration

- Facilitate sub-contracting arrangement and relationships with external contract providers within areas of responsibility;
- Follow-up on external meeting invitations and draft related correspondence
- Provide administrative support and perform other related duties as required.

Education and Experience

- Completion of university education or equivalent experience in a related field such as communications, journalism, public relations or equivalent; AND
- Three years of experience in a variety of communication and public information activities such as drafting, reporting and disseminating information to the public via press or other media.

Languages

Excellent knowledge of English and Khmer languages. Chinese language knowledge is an advantage.

Competencies

1. Good communications skills, both oral and written;
2. Knowledge of basic computer software, and knowledge of design and laying out software such as Photoshop, Illustrator, and InDesign is an advantage;
3. Well developed understanding of how the mass media works;
4. Experience of working on public information campaigns;
5. Good analytical, organisational and inter-personal skills;
6. Appreciation of principles of gender equality and how it can be promoted as part of a communications strategy;
7. Ability to manage own work and to take initiative as well as working as part of a team;
8. Capacity to liaise and network with a range of stakeholders including staff, donors, buyers, government officials, management, unions and NGOs
9. Ability to cultivate and maintain strong contacts with the media and other project stakeholders

The ILO is an equal opportunity employer. Women are particularly encouraged to apply. All applicants must attach a two page statement addressing their claims against the required competencies. The statement should explain to the interview panel how your skills and experience show you have the relevant competency. Applicants who do not attach this statement will not be considered for interview.

Only short listed applicants will be contacted for written competency test and /or interview. Applications should be sent to Ms. Ngan Touch Sophorn at sophorn@ilo.org or to *Better Factories Cambodia* Office at # 9, Street 322, Boeung Keng Kang 1, Phnom Penh.

Closing date for application is 27th August 2009