



Asian Outreach Cambodia Job Descriptions

Communications Manager

Asian Outreach Cambodia (AOC) is a Christian non-government organization dedicated to serving, equipping and empowering Cambodians to transform their communities through a holistic and sustainable approach. It is a member of the Asian Outreach Alliance.

Purpose of the Position:

This position is part of Asian Outreach Cambodia's leadership team. Its purpose is to provide strong and strategic communications direction and support to AOC. The position will produce key communications resources and reports all stakeholders (national and international) including Asian Outreach International (AOI), support offices, donors and other interested parties. This position will also manage external communications processes which support and advance the strategic goals of AOC and its core ministry functions, both in-country and internationally.

The Communications Manager will be accountable to and report to the AOC Director.

The voluntary position is based in Phnom Penh, Cambodia

AOC Core Values:

- We are committed to the transformation of ourselves and our friends
- We strive to be committed to the poor
- We exercise careful stewardship of our resources
- We are committed to pursue excellence and integrity in the way we serve
- We will celebrate the accomplishment of one as the accomplishment of all

Personal Attributes:

- An expatriate who supports the vision, mission and core values of Asian Outreach Cambodia
- Demonstrates integrity, honesty and a commitment to excellence in every area of work
- Is a results orientated pro-active committed team player, who can also work well independently
- Shows respect for diversity and sensitivity to culture and gender
- Shows acceptance and compassion to the disadvantaged and marginalized
- Is resourceful and has initiative and enthusiasm for creative challenges
- Demonstrates a commitment to learning about development and poverty issues

Qualifications & Experience

We are looking for a Communications Manager who has all or most of the following:

- A degree or equivalent in communications/public relations, journalism or other related area and/or three to five years experience in working in this area.
- Experience in the design and production of diverse and creative communications resources including publications, brochures website, photo and video reports, etc.
- Experience in developing and managing databases would be an advantage
- Good organizational skills, with attention to detail and an ability to teach and mentor other staff – especially to develop a successor
- An understanding of and an ability to adapt to Cambodian culture
- A mature and committed Christian
- Fluency in oral and written English is essential
- The ability to travel to the field is an essential function of the position
- An energetic, analytical and self-starting approach
- Excellent interpersonal and cross-cultural communication skills.

Job Responsibilities:

- To gather and produce high quality communications resources for existing and potential stakeholders and donors.
- To develop and manage an effective internal communication mechanism – within AOC and between AOC, AOI and AO support offices.
- To update AllianceLink every 8 weeks with new content from AOC
- To train staff in use and management of communications database and other communications systems
- Oversee the development and distribution of newsletters/bulletins, brochures, information booklets, presentations
- To manage and regularly update AOC website with new content that reflects key messages etc
- To work alongside project and admin staff to ensure that monthly, quarterly and annual reports for various government ministries, AOI, AOC Board, donors and supporters are at the required standard and submitted within the given time frames
- To ensure that all fundraising communications will accurately describe AOC's program scope of achievement and to assist with writing/editing funding proposals
- To represent AOC to external stakeholders, partners, NGO's and donors when requested by the Director
- To coordinate visits of international/national stakeholders/donors (individuals or teams) to AOC for the purpose of promotion
- To evaluate (annually) the effectiveness of AOC's external communications

For expression of interest or further information contact AOC Director: Mr Tong Romanea; email: director@aocam.org

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Operations Manager

Asian Outreach Cambodia (AOC) is a Christian non-government organization dedicated to serving, equipping and empowering Cambodians to transform their communities through a holistic and sustainable approach. It is a member of the Asian Outreach Alliance.

Purpose of the Position: This position holds the responsibility and delegated authority to direct the day to day activities of AOC projects and to collaborate with the Director to guide the overall development of the areas activities so as to ensure effective and efficient utilization of resources

The Communications Manager will be accountable to and report directly to the AOC Director.

This voluntary position is based in Phnom Penh, Cambodia

Asian Outreach Cambodia's Core Values:

- We are committed to the transformation of ourselves and our friends
- We strive to be committed to the poor
- We exercise careful stewardship of our resources
- We are committed to pursue excellence and integrity in the way we serve
- We will celebrate the accomplishment of one as the accomplishment of all

Personal Attributes:

- A mature and committed expatriate or Cambodian Christian who supports the vision, mission and core values of Asian Outreach Cambodia
- Demonstrates integrity, honesty and a commitment to excellence in every area of work
- Is a committed team player but can work independently when required
- Is able to communicate well with people of different ages, gender, cultural, social and economic backgrounds and is mature and comfortable discussing sensitive health and life style issues
- Shows acceptance and compassion to the disadvantaged and marginalized
- Has initiative and willingness to develop and expand knowledge and skill base

Qualifications & Experience

We are looking for an Operations Manager who has all or most of the following:

- A degree or equivalent in development/management or other related area and/or three to five years experience in working in this area at institutional/program level
- Good organizational skills, with attention to detail and an ability to teach and mentor other staff
- Experience in developing and managing databases would be an advantage
- An understanding of and an ability to adapt to Cambodian culture
- Fluency in oral and written English is essential
- The ability to travel to the field is an essential function of the position
- An energetic, analytical and self-starting approach
- Excellent interpersonal and cross-cultural communication skills

Job Responsibilities:

- To conduct the operational duties of AOC so as to facilitate all project teams carry out their assigned tasks
- To be responsible for strategic planning, implementation, monitoring and reporting of the Program Operations
- To ensure all project staff are able to clearly describe AOC's Vision, Mission Core Values, and use them to guide their decisions and planning
- To assist Project Coordinators to prepare accurate and realistic annual budgets, and to review and analyze all project quarterly financial reports against the quarterly/annual budget and ensure adjustments are implemented if required
- To carry out quarterly reviews on all projects activities and outputs against established Key Performance Indicators and ensure recommendations are implemented within the given timeframe
- To meet regularly with Director to discuss progress against outputs and KPI's and issues relating to project management
- Assist the Director to implement long term planning as part of regular cycle of planning and review
- Mentor assigned staff, supervise their work, and schedule and encourage personal development
- Implement a capacity building program for project and support staff, ensure that key performance indicators are reached
- Ensure fair and consistent personnel management, effective team building and good collaboration with staff and maintain good staff morale
- Assist in the development policy/guidelines for ongoing staff development and review of organization policies when necessary

- Ensure clear Job Descriptions are written and updated annually for all project staff positions, and that skills and competencies are equitable with the marketplace
- Carry out annual performance appraisals on Project Coordinators and ensure appraisals on all other project staff are carried out in a professional and respectful manner within the given time frame
- To ensure that monthly, quarterly and annual project reports and information for bulletins/newsletters for internal and external stakeholders (government AOI, AOC Board, donors and supporters) are at the required standard and completed within the given time frames
- To ensure that all project information for publication accurately describes AOC's program scope of achievement
- Source, prepare and submit funding proposals in accordance with AOC's Strategic Plan in collaboration with Project Coordinators
- Co-operate, liaise and build good relationships with other agencies, organizations and individuals as appropriate to obtain the most relevant advice and information to successfully achieve program objectives. This includes government administration officials at provincial, district and local level, NGO representatives, donors and visitors to AOC
- To represent AOC to external stakeholders, partners and donors and at local and international meetings/seminars when requested by the Director
- To coordinate visits of international/national stakeholders/donors (individuals or teams) to AOC for the purpose of project promotion

For expression of interest or further information contact AOC Director: Mr Tong Romanea email: director@aocam.org

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