



**for a living planet**

**WWF-Cambodia**

21, Street 322,  
BoeungKeng Kang I,  
Phnom Penh, Cambodia  
P.O. Box: 2467

Tel: +855 23 218 034

[www.wwf.org.kh](http://www.wwf.org.kh)  
[wwfcambodia@wwf.org.kh](mailto:wwfcambodia@wwf.org.kh)

## **TERMS OF REFERENCE**

<b>Position title:</b>	Communications Intern-PaFF and MFF
<b>Reports to:</b>	Communications Officer with parallel reporting line to Head of MFF Programme
<b>Period:</b>	1 Year (starting date July 2020)
<b>Supervises:</b>	N/A
<b>Location:</b>	Based in Phnom Penh Office

### **Position Summary:**

The Communications volunteer will contribute to delivering communications plans and results for the Partners for Forestry and Fisheries (PaFF) programme and the Mekong Flooded Forest (MFF) landscape. With the guidance and support from the Department of Communications, Advocacy and Knowledge Management, the volunteer will assist and work closely with PaFF programme manager and communications focal points of PaFF's partners to implement PaFF's communications strategy and workplan, while also working with MFF team to meet priority communications needs of the MFF landscape.

### **I. Major Duties and Responsibilities**

#### **PaFF Communications:**

- Assist in organising meetings to support effective coordination of joint communications among all partners of PaFF to implement the joint communications and media plan, already developed jointly in May 2020;
- Assist with and contribute to the development of a ToR for the PaFF Communications Group. Assist in developing and implementing activities based on the communications and media plan by engaging and working with all members of the PaFF Communications Group;
- Work closely with all members of the PaFF Communications Group to collect stories, PaFF field updates and related newsworthy information and assist in the production of newsletter, video asset/report, human interest stories, and in the organisation and refinement of social media posts and other digital assets so that the PaFF's Facebook page is updated with fresh stories, promoting the PaFF's mission;
- Assist with the consolidation and distribution of PaFF's key monthly snapshot to donors, PaFF partners, target communities and other relevant beneficiaries;

## **MFF Communications:**

- Assist with and contribute to the development and implementation of a communications and media plan, promoting key conservation priorities: wildlife and protected areas;
- Work closely with members of the Mekong Landscape Team to collect stories, fresh field updates and related newsworthy information on key wildlife and protected areas, and assist in the production of social media posts, case studies, success stories, best practices, video assets/report, human interest stories and other digital assets to support the digital communications of WWF-Cambodia;
- Work with members of the community outreach team in the Mekong to assist in communications related projects that are in the alignment with the national strategies;
- Assist with the preparations, organization of and support for PaFF-related events and MFF's key events, online and offline;
- Perform other communications-related tasks when necessary/relevant.

## **II. Qualifications:**

### **Education & Experience**

- Fresh graduates or students majoring in journalism, communications and/or media are highly encouraged to apply;
- One year of experience in journalism, communications and/or media would be an advantage;
- Some knowledge of natural resources management, environmental or conservation management, community development or related fields would be an asset.

### **Skills & Abilities**

- Passion for professional communications and result-oriented individual;
- Good understanding and attitude of working with local communities, including indigenous people who are living in the target areas WWF supports in the Mekong Landscape;
- Good coordination and facilitation skill;
- Good language proficiency in both Khmer and English;
- Good understanding of storytelling and be able to depict the stories via written, visual or other creative forms;
- Good understanding and knowledge of graphic design, digital and creative arts, photography and videography, as well as related software would be an asset;
- Good understanding of creating quality contents and managing digital and social media platforms;
- Passion for creative ideas and initiatives and the realisation of such ideas and initiatives;
- Good proficiency in MS Word, Excel, PowerPoint and other productivity applications;
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging;
- Adapt to WWF's behaviours of Listening Deeply, Innovating Fearlessly, Collaborating Openly, and Strive for Impact.

## **I. Working Relationships:**

1. **Internal** – the volunteer will be under the supervision of and reports directly to the Communications Officer with parallel reporting line to the Head of Programme of the Mekong Flooded Forest (MFF) landscape. He/she will communicate regularly with PaFF Programme Manager and relevant programme/project teams in the MFF landscape for delivering

communications results for PaFF programme and the conservation work in the MFF, with support and guidance from the Department of Communications, Advocacy and Knowledge Management.

2. **External** – He/she will engage PaFF’s communications group from the PaFF’s implementing partners consisting of RECOFTC, NTFP-EP and CEPA, the communities in Kratie and Stung Treng provinces, as well as local authorities for the production of case studies, success stories, best practices, field updates, related contents and/or events.

Prepared by Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by 2<sup>nd</sup> line Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by HR Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by Staff member: \_\_\_\_\_ Date: \_\_\_\_\_