



JOB OPPORTUNITY

Re-advertisement External Relations and Communications Coordinator

PCAsia is seeking an active and motivated candidate to fill the position of External Relations and Communications Coordinator of a high profile and dynamic organisation.

The position will be based at PCAsia's Headquarters in Phnom Penh, Cambodia.

PARLIAMENTARY CENTRE OF ASIA

The Parliamentary Centre of Asia (PCAsia), established in early 2021 in Phnom Penh, is the successor of the Parliamentary Institute of Cambodia founded in 2011, a transition that reflects an expansion of activities with Parliaments across Southeast Asia and encouraged through an MoU and the Resolutions of the General Assembly of the ASEAN Inter-parliamentary Assembly (AIPA). The mandate of PCAsia is therefore to contribute to the strengthening of Southeast Asian Parliaments through capacity building of their staff, based on the demands or requests of each parliament. It draws on the expertise of national, regional, and international partners (Parliaments and research centres).

ROLE OF DEPARTMENT

The roles of the Institutional Development Department are to provide support to the Centre and the Executive Director in parliamentary relations, external relations and communications, business development and fundraising, and monitoring of PCAsia programme delivery.

POSITION DESCRIPTION

Under direct supervision of the Executive Director (ED), the External Relations and Communications Coordinator is responsible to:

- Lead in the ongoing development and coordinated delivery of a communications strategy which communicates the PCAsia brand among external stakeholders using various methods and platforms
- Lead in the identification and building of partnerships to further the ability of the Centre to deliver its programme and fulfil its mandate
- Lead a coordinated approach with relevant PCAsia staff in the identification of fundraising opportunities to help ensure the Centre's sustainability

MAIN TASKS AND RESPONSIBILITIES

The External Relations and Communications Coordinator is expected to assist the ED to design and implement PCAsia's engagement strategy with external stakeholders through coordination of the following:

Communications

- Promote the vision and objectives of PCAsia to external stakeholders
- Oversee the Centre's external communication to ensure consistent messaging
- Coordination/drafting of news and content for website and social media

- Design of course catalogues, brochures and related materials
- Lead coordinated communication of the Centre's brand and messages across a variety of channels from writing press releases, to designing content for the centre's website and social media accounts, to design and updating of its course/programme catalogue,
- Develop and implement a partnership strategy that is relevant to achieving the Centre's mission and ensures the very best of relationships with partners, donors and others
- Draft presentations and other documentation for use in external relations activities, such as attending conferences and meeting with stakeholders

Partnerships and Fundraising

- Identify partnership opportunities and communicated them the relevant PCAsia personnel
- Lead in the development of a PCAsia Partnership Strategy that aims to maintain strong and effective partnerships that are relevant to achieving the Centre's mission
- Ensures that all PCAsia personnel understand the importance of Partnerships Strategy and they are involved in its implementation as relevant
- Identify new partnership opportunities to support PCAsia to deliver its programme in coordination with implementing staff
- Design and maintain a database of information relating to partner and donor requirements and goals, and such other details as are relevant to the Centre's activities and sustainability
- Develop and coordinate MOUs as arise from partnerships
- Proactively identify fundraising opportunities for PCAsia in coordination with the PCAsia ID team and relevant PCAsia personnel
- Support the identification of institutes and other agencies that may be a potential sources of support or resources for PCAsia in relation to its mandate and programming
- Lead PCAsia in coordination with involved staff in the identification of calls for proposals and other fundraising opportunities relevant to PCAsia's mandate
- Support the PCAsia Programme Development Manager to develop concept notes and proposals as required to further PCAsia's partnerships and fundraising opportunities
- Other tasks as requested by the ED

REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

- Proven track record of at least 3 years in successfully managing inter-institutional relations, preferably in the development field
- Experience of creating and implementing a partnerships strategy, preferably in the development field
- Experience and expertise in developing relationships with institutional donors
- Experience working in communications
- Ability to demonstrate flexibility and resourcefulness; and to work under pressure to deliver results under tight deadlines
- Strong interpersonal skills and experience of functioning effectively in a multi-cultural team environment
- High ethical standards of behaviour, good judgment, respect for others, confidentiality and attention to detail

- Fluency in spoken and written English

Desirable

- Experience working in the ASEAN region is a plus
- Skill using design software such as Photoshop or Illustrator
- Language skills in an ASEAN language and/or French

APPLICATION INFORMATION

Interested applicants should send a cover letter and CV to job@pcasia.org and indicate the salary expectation in the email message. The previous applicant is not recommended to re-apply. The application deadline is opened until the position is filled. Only short-listed candidates will be contacted.