



Communications and Event Manager | Job Description

1. ABOUT CRF

Founded in May 2014, The Cambodia Rice Federation (CRF) is the leading advocate for all segments of the Cambodia rice industry with a mission to promote and protect the interests of its members: farmers, producers, millers, distributors, and allied businesses. As the national trade federation of the Cambodian rice industry, this representative body provides a platform for policy development on the issues that affect the productivity and competitiveness of the industry. It offers a direct communication channel with the Royal Government of Cambodia (RGC) and relevant development partners. With a clear trade promotion agenda, CRF also supports the industry in fulfilling its international market development objectives.

2. KEY ACCOUNTABILITIES

CRF is seeking a highly qualified candidate to fill the role of **Communications and Event Manager**, reporting to the Secretary General.

Key Accountabilities will include:

- Lead the rebranding of CRF, and propose a Communication Strategy to the Board of Director;
- Produce regular communication materials, including News Letters, Bulletins, and Members' Directory;
- Propose and produce new communication materials;
- Regularly upgrade the content of CRF's website;
- Develop the annual strategy for events and forums, ensuring alignment with CRF's priorities, communication and revenue generation strategies;
- Develop event concepts to support to strengthen CRF's communication message with the aim of improving members' engagement and participation;
- Manage the production of CRF's weekly radio programs and of monthly TV shows;
- Lead the interaction with media, and act as a spokesperson whenever required by the Secretary General;
- Contribute to the organization of trade expositions and missions;
- Liaise with new partners and member organisations to drive event opportunities;
- Work closely with the Secretary General and the Head of Strategy and Business Development to strengthen CRF's revenue generation;
- Assist the Secretary General in managing Advisory Committees and other donor coordination platforms;
- Assist CRF's Board Members in preparing presentations in line with communication objectives, and contribute to the organization of Board Meetings;
- Assist the rest of the Secretariat in editing relevant minutes and reports, and perform some level of quality control on the overall external communication of the Team;
- Travel to and attend events when/where required;
- Lead social media campaign and improve members' engagement;
- Travel to the provinces to interview and liaise with members as required by the Secretary General;
- Develop and achieve regular Key Performance Indicators (KPIs)
- Other activities as requested by the Secretary General.

3. SELECTION CRITERIA

An advanced university degree in Marketing and Communications, Business Administration, or other related disciplines, and a minimum of 3 years of professional experience.

Selection criteria include:

- Proven experience in establishing/managing communication strategies;
- Track record in organising successful events;
- Ability to establish clear expectations, objectives and priorities, set ambitious but achievable goals and track progress;
- Proven ability to liaise with local and international media;
- Excellent written and oral communication skills; demonstrated excellent high level relationship development, public speaking and networking skills;
- Adequate computer/IT literacy and ability to use design software;
- Relevant experience in trade promotion or chambers of commerce would be desirable;
- High level attention to details;
- An international degree would be a strong asset;
- Proficiency in written and spoken Khmer and English.

Package includes competitive annual salary, performance related bonus, and external training opportunities.

CRF is an equal opportunity employer. Women and persons with disabilities are encouraged to apply.

Deadline : October, 10th 2016
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