

Communication

Background Information: Institut Pasteur du Cambodge (IPC) is a Cambodian non-for-profit research institution established in 1953, IPC is today a scientific research establishment declared of public utility placed under the high patronage of the Ministry of Health of the Kingdom of Cambodia and under the responsibility of the Institute Pasteur on the scientific and technical levels. IPC is a member of the Pasteur Network, which brings together 33 institutes present on five continents. It shares the Pasteurian values and the ethical charter to which the Pasteur Institutes are bound. IPC has more than 250 employees, including about 30 expatriates of 10 nationalities and includes 5 research units. It carries out research activities in health biology, public health and service activities (Medical Biology Laboratory, vaccinations and water and food analyses) and training.

Job Family: Administration & Support

Sub-Job Family: Communication

Overview: Roles in this sub-job family is focused on developing and executing comprehensive communication plans that encompass media management, public relations and corporate branding. Their responsibilities extend to translating complex scientific information for diverse audiences, ensuring effective dissemination of the organization's groundbreaking research findings and enhancing the organization's reputation.

PASTEUR NETWORK

Level	Profile	Purpose
1	Communication Executive	Jobholders at this level are mainly concerned with supporting the implementation of the internal, external and event communication plans to effectively convey its research findings, activities, and initiatives to various stakeholders. They play a role in updating the website and social media platforms, assist in content creation and contribute to the production of communication materials.
2	Senior Communication Executive	Jobholders at this level are responsible for implementing communication plans to enhance the organization's reputation and public engagement efforts. They lead communication initiatives, guide junior staff, and coordinate with other departments for communications support, including website and social media updates, as well as content creation and production of communication materials.
3	Deputy Communication Manager	Job holders at this level works closely with the Communications Manager in planning, executing, and evaluating communication strategies, plans and initiatives to achieve the organization's communication goals. They assist in managing communication channels and providing guidance to management on communication matters. Responsibilities include coordinating and supervising communication activities that enhance both internal and external messaging, ensuring effective dissemination of the organization's message to diverse audiences.
4	Communication Manager	Job holders at this level leads the development and execution of comprehensive communication strategies to enhance the organization's reputation, engage stakeholders, and promote its research activities effectively. They provide strategic direction, manage a team of communication professionals, and advise management on communication strategies. The Communications Manager is responsible for managing the performance and development of their team, proposing, implementing, and monitoring communication plans to achieve mission critical objectives of the organization.

Level 1: Communication Executive

Job Purpose:

Jobholders at this level are mainly concerned with supporting the implementation of the internal, external and event communication plans to effectively convey its research findings, activities, and initiatives to various stakeholders. They play a role in updating the website and social media platforms, assist in content creation and contribute to the production of communication materials.

Accountabilities:

Description	Key Result Areas
1. Execute tasks as per communication plans in collaboration with team.	<ul style="list-style-type: none"> Feedback on deliverables
2. Assist in content creation for newsletters, press releases, website updates, and social media platforms, including the design aspects.	<ul style="list-style-type: none"> Clear, concise and engaging content created
3. Assist in the preparation of a variety of communication materials.	<ul style="list-style-type: none"> Timely preparation of communication materials
4. Ensure the application of brand guidelines and brand templates and inform the organization on the importance of brand alignment and positioning.	<ul style="list-style-type: none"> Consistent application of brand guidelines across IPC
5. Manage content calendars and schedules for various communication channels.	<ul style="list-style-type: none"> Smooth execution of key communications activities according to content calendars
6. Monitor media coverage and compile reports to assess the organization's visibility and reputation.	<ul style="list-style-type: none"> Analysis of media coverage and reputation metrics

Qualifications & Experience:

- Bachelor's degree in Communications / Marketing or in a related field
- 0 - 3 years of relevant experience

Technical Competencies:

- Basic understanding of life science and health research principles, particularly in the context of infectious diseases and emerging pathogens, enabling effective communication support for research initiatives.
- Ability to write clear, concise, and engaging content for various audiences and platforms.
- Understanding of basic design principles to create visually appealing communication materials.
- Ensures adherence to organizational communication policies and procedures, maintaining consistency and alignment with the mission and values of the organization.

Behavioural Competencies:

- **Effective communications:** Demonstrate excellent verbal and written communication skills to convey complex scientific information in a clear, concise, and engaging manner, ensuring accessibility and understanding for diverse audiences.
- **Interpersonal Skills:** Possess strong interpersonal skills to build and nurture relationships with a wide range of stakeholders and collaborate effectively with cross-functional teams and external partners.
- **Attention to Detail:** Exhibit meticulous attention to detail in all aspects of communication planning, content creation, and distribution, ensuring accuracy, consistency, and compliance with established branding guidelines, scientific standards, and regulatory requirements.

Representative Jobs:

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