

## 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	<b>Communication Executive</b>	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	<b>Senior Communication Executive</b>	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	<b>Deputy Communication Manager</b>	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	<b>Communication Manager</b>	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 2: Senior Communication Executive

### Job Purpose:

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.

### Accountabilities:

Description	Key Result Areas
1. Design and implementation of communications plans and guide junior staff to ensure communication objectives are met.	<ul style="list-style-type: none"> <li>Effective execution of communications plans</li> </ul>
2. Prepare high-quality communication content and materials, including press releases, articles, and presentations, as well as scientific reports.	<ul style="list-style-type: none"> <li>High-quality communication content and materials generated</li> </ul>
3. Cultivate and maintain relationships with media contacts and other external stakeholders.	<ul style="list-style-type: none"> <li>Expansion of media and stakeholder networks</li> </ul>
4. Coordinate with other departments to gather their requirements for communications support.	<ul style="list-style-type: none"> <li>Seamless coordination with departments for delivery of communications support</li> </ul>
5. Gather data and analyze communication metrics to assess the effectiveness of communication initiatives.	<ul style="list-style-type: none"> <li>Insights derived on effectiveness of communication initiatives</li> </ul>

### Qualifications & Experience:

- Bachelor's degree in Communications or in a related field
- 3 - 5 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.
- Exhibits proficiency in implementing communication plans, translating complex scientific information into clear and accessible content for diverse audiences, contributing to the dissemination of research findings.
- Ensures adherence to organizational communication policies and procedures, maintaining consistency and alignment with the mission and values of the organization.
- Demonstrates proficiency in utilizing specialized communication tools and technologies relevant to public health communication and research outreach.
- Proven track record in developing and implementing comprehensive content strategies across various communication channels.

<b>Behavioural Competencies:</b>
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| <ul style="list-style-type: none"><li>• Communication Skills: Demonstrates strong verbal and written communication skills, conveying complex scientific concepts in a clear and accessible manner, fostering understanding among diverse audiences and stakeholders.</li><li>• Stakeholder management: Demonstrates expertise in stakeholder management, establishing and maintaining strong relationships with internal and external partners, ensuring effective communication strategies that address the diverse needs and perspectives of key stakeholders in the field of infectious diseases and emerging pathogens research.</li><li>• Adaptability: Demonstrates flexibility and adaptability in navigating the dynamic landscape of communication in the field of infectious diseases and emerging pathogens research, contributing to a positive and responsive team culture.</li><li>• Problem-solving: Strong problem-solving skills to address communication challenges in the field of infectious diseases and emerging pathogens research and find effective solutions.</li><li>• Project management: Ability to manage multiple projects simultaneously, prioritize tasks, and meet deadlines.</li></ul> |
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<b>Representative Jobs:</b>
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