



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 3: Deputy Communication Manager

Job Purpose:

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.

Accountabilities:

Description	Key Result Areas
1. Assist Communications Manager in development of communication strategies, plans and initiatives.	<ul style="list-style-type: none"> Communication strategies, plans and initiatives in alignment with organization's communication goals
2. Liaise with internal departments and external agencies where applicable to ensure transparent communications and drive the success of communications plans.	<ul style="list-style-type: none"> Successful implementation of communications plans.
3. Provide guidance on communication matters to management and foster best practices	<ul style="list-style-type: none"> Enhanced communication practices
4. Review communication materials and ensure consistency in messaging across various communication channels	<ul style="list-style-type: none"> Cohesive messaging across communication materials and channels
5. Manage media relations and other external stakeholder relationships, including pitching stories and responding to media inquiries.	<ul style="list-style-type: none"> Positive media relations and coverage
6. Manage expenditures for communications plans and initiatives to ensure cost-efficiency and effectiveness.	<ul style="list-style-type: none"> Expenditures remain within allocated budget.

Qualifications & Experience:

- Bachelor's degree in Communications or in a related field
- 6 – 8 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 developing communication strategies, aligning communication efforts with the overall strategic goals of the organization in the field of infectious diseases and emerging pathogens.
- Ensures adherence to organizational communication policies and procedures, maintaining consistency and alignment with the mission and values of the organization.
- Maintains awareness of regulatory compliance specific to communication activities in the healthcare and research domain, ensuring that communication efforts adhere to ethical and legal standards.
- Demonstrates proficiency in utilizing specialized communication tools and technologies relevant to public health communication and research outreach.

Behavioural Competencies:

- 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.
- 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.
- Critical Thinking: Exhibits critical thinking in implementing communication plans, aligning efforts with organizational goals.
- 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.

Representative Jobs:

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