



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 4: Communication Manager

Job Purpose:

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.

Accountabilities:

Description	Key Result Areas
1. Lead the strategic development, execution, and evaluation of comprehensive communication strategies and plans.	<ul style="list-style-type: none"> Effective development, execution and evaluation of communication strategies and plans.
2. Control expenditure and budgets for communications to ensure cost-efficient and effective communication initiatives.	<ul style="list-style-type: none"> Expenditures remain within allocated budget.
3. Oversee the development and distribution of a range of internal / external communication materials.	<ul style="list-style-type: none"> High-quality communication materials disseminated.
4. Encourage a proactive communication interface between the communications department and other departments.	<ul style="list-style-type: none"> Proactive collaboration between communications department and other departments.
5. Cultivate and maintain relationships with media contacts and other key stakeholders to promote the organization's events and research activities.	<ul style="list-style-type: none"> Establishment and maintenance of strong external stakeholder relationships.
6. Provide strategic advice and guidance to management on communication strategies.	<ul style="list-style-type: none"> Informed management decisions on communication strategies.
7. Supervise work of team members and provide mentoring and on-the-job training for them when required in order to ensure the development of capabilities within the function.	<ul style="list-style-type: none"> Effective enablement and training. Staff readiness to undertake certain communications tasks.

Qualifications & Experience:

- Bachelor's degree in Communications or in a related field
- 8-10 years of relevant experience

Technical Competencies:

- Strong proficiency in developing comprehensive communication strategies, aligning communication efforts with the overall strategic goals of the research organization in the field of infectious diseases and emerging pathogens.
- Leads and manages the communications team, providing guidance, support, and fostering a collaborative environment for effective communication initiatives.
- Manages and ensures regulatory compliance in all communication activities, navigating the complexities of healthcare and research regulations to uphold ethical and legal standards.
- Possesses an advanced understanding of life science and health research principles, enabling the development of communication strategies that effectively convey complex scientific concepts to diverse audiences.
- Demonstrates mastery in utilizing advanced communication tools and technologies, staying abreast of innovations to enhance communication outreach in the field of infectious diseases.
- Exhibits expertise in data management processes related to communication, ensuring the accuracy, confidentiality, and strategic use of communication records and research data.

Behavioural Competencies:

- **Leadership Excellence:** Demonstrates leadership excellence by providing clear guidance, fostering a positive and collaborative team culture, and championing the overall vision and mission of the communications function.
- **Strategic Advocacy:** Advocates for the strategic importance of effective communication in the field of life science and health research, conveying the organization's goals and achievements to both internal and external stakeholders.
- **Innovation and Creativity:** Encourages innovative and creative approaches to communication strategies, continuously seeking new avenues to enhance the organization's visibility and impact in public health.
- **Effective Collaboration:** Collaborates effectively with cross-functional teams, ensuring seamless coordination between communication initiatives and the broader research goals of the organization.
- **Adaptive Decision-Making:** Demonstrates adaptive decision-making skills in the face of evolving communication challenges, ensuring that communication strategies align with the rapidly changing landscape of infectious diseases and emerging pathogens research.

Representative Jobs:

- Communication Manager