



## COMMUNICATIONS VOLUNTEER MEKONG REGIONAL WATER GOVERNANCE PROGRAMME

***Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.***

### **Shaping a stronger Oxfam for people living in poverty.**

<b>Contract type</b>	Six (6) months
<b>Direct Reporting to</b>	Mekong Basin Manager
<b>Locations</b>	Phnom Penh, Cambodia with occasional travel to provinces

### **Team Purpose**

Oxfam's Mekong Regional Water Governance Programme seeks to support affected communities and influence key stakeholders from government and the private sector to ensure livelihoods are maintained, community voices are heard, and international development standards are followed. A significant part of our work is promoting women's leadership in the communities and within the stakeholders. We work across borders and support the development of civil society networks to influence regional actors. In order to achieve this ambition, we are investing significantly in internal and external communications and multi-media materials for affected communities, our donors and Oxfam's constituencies.

### **Job Purpose**

The purpose of the Communication Intern is to work as a member of the Oxfam Communications team with the focus on the regional water governance program and to produce and distribute information generated by our programme activities (communities, partners, staff) through a variety of media to a wide range of internal and external audiences within the region and internationally. The programme topic i.e. how water is managed in the Mekong and Salween basins is sensitive and requires analysis and creativity.

### **Job Responsibilities**

#### **Core Responsibility**

- Support team members to produce written communication products such as blogs, written articles and social media channels post to raise the Mekong Water Governance Program profile
- Participate in team meetings and identify communication needs, and supports to program and partners
- Assist in coordination with printing houses when design or other program comms works are required, including publish material

- Assist the local consultants in the region when communication needs (translation/interpretation in written and/or oral content from English to local languages, or vice versa).
- Ensure that that Oxfam Communication Policies on feasibility protocol and data management are followed.

#### Reporting line

- The post will be managed by and report to the Mekong Basin Manager. S/he will work as part of the communications team and be responsible for the water governance communications.
- Required to undertake job responsibilities in a manner consistent with equity, diversity, child safeguarding and staff health and wellbeing policies and procedure

#### Representation and Relationships

- Actively promote good communication between partners and particularly youth groups across the region
- Work with other affiliates in the region on communication materials
- Manage and monitor Program's Social Media Outlets
- Support team in producing communication outputs in line with existing Communication Strategy
- Produce and/or coordinate production of creative multimedia content (photographs, short films, info graphics...) and ensure these are properly disseminated through various internal and external outlets.

### Job Requirements

#### Essential

- A communications qualification and experience in communication
- Interest in and understanding of development in the Mekong particularly the (I)NGO role, gender and human rights
- Experience of using a range of media (blogging and social media, video) to a high standard and managing social media outlets
- Spoken and written English skills, advanced computer skills
- Cross cultural communication skills and sensitivity
- Good communication and willing to learn new things
- Experience producing video, photography, Graphic and Design Skills
- Skill in photography, managing social media pages
- Compliance to Oxfam's policy on Confidentiality and Knowledge management

#### Organisational Values

- Accountability – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.
- Empowerment – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen.
- Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.

#### Key Behavioral Competencies (based on Oxfam's Leadership Model)

Competencies	Description
Decisiveness	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.

<b>Influencing</b>	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.
<b>Humility</b>	We put 'we' before 'me' and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
<b>Relationship Building</b>	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization.
<b>Listening</b>	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear and consider different preferences.
<b>Mutual Accountability</b>	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
<b>Agility, Complexity, and Ambiguity</b>	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
<b>Systems Thinking</b>	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organizational decisions and actions.
<b>Strategic Thinking and Judgment</b>	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
<b>Vision Setting</b>	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
<b>Self-Awareness</b>	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.
<b>Enabling</b>	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support.

### How to apply

This post is open for Cambodia national. For those who are interested, please submit your expression of interest why you interested in this job and your resume to the following link

<https://career2.successfactors.eu/career?company=OxfamNovibP>

by **September 22, 2019 at 5 pm Cambodia time.**

**ONLY SHORTLISTED CANDIDATE WILL BE CONTACTED**