



## Job Announcement

NGO-CEDAW is established in 1995. Its mission is to monitor and advocate for the full implementation of the UN Convention on the Elimination of Discrimination against Women (CEDAW) in Cambodia by coordinating and providing support to relevant initiatives of member NGOs, networks and allied institutions.

### Position: Information and Communication Assistant

#### Job Description

- Keep all members informed of issues related to women's right and NGO-CEDAW's Activities through social media (website, Facebook, phone, e-mail...);
- Keep member list and contacts up to date;
- Liaise with NGO partners, members and government authorities;
- Prepare invitation letters to relevant members/ institutions;
- Represent NGO-CEDAW in meetings, workshops, trainings and as required;
- Support members during activities and/or events;
- Organize meetings with different institutions/organizations; internal workshops, seminars and conferences, including assisting the preparation of seminars and workshop documents;
- Assist the coordinator with the implementation of overall NGO-CEDAW activities;
- Perform other duties as assigned by the coordinator and Steering Committee members/chairperson.

#### Job Requirements

- Cambodian Nationality;
- Bachelor degree in business administration, management or related fields;
- Minimum three years working experience in women rights and networking background would be appreciated;
- Be skilful in communication and easily accessible and respected by members ;
- Excellent interpersonal, verbal and written communication skills;
- Flexibility and ability to perform multi-tasks ;
- Excellent command of spoken and written English, ability to do some translation and act as interpreter between Khmer and English;
- Computer literacy in Microsoft office, internet and e-mail;
- Ability to learn quickly and work independently, without supervision;

Interested candidates are invited to send their CV along with cover letter and expected salary to NGO-CEDAW office, located in LICADHO building: **House# 16, St. 99, Sangkat Boeung Trabek, Khan Chamcamorn, Phnom Penh. Or by e-mail: [ngocedaw.pnh@gmail.com](mailto:ngocedaw.pnh@gmail.com)**

*Deadline for application: June 13, 2014 at 5:00pm.*

*Equal opportunity for both women and men. Women are strongly encourage to apply.*

**NB. Only shortlisted candidates will be contacted.**