

Position Description

COMMUNICATIONS MANAGER



Position Title	Communications Manager
Program	Australia Cambodia Partnership for Climate Resilience (ACP4Climate)
Supervisor	MERL and Communications Lead
Incumbent	NA

Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

Every Tetra Tech relationship is built on trust. Trust that is hard-earned through our proven expertise, our depth of global experience and our commitment to stay one step ahead. We create value throughout the project lifecycle and deliver vital international and local development projects for our clients. Our united group of specialists take enormous pride in collaborating with our project partners. By digging deeper. Thinking smarter. And seeing further. All so we can deliver the smartest solutions, every time.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



Overview of Program

The Australia Cambodia Partnership for Climate Resilience (ACP4Climate) is the flagship climate investment of the Australian Government in Cambodia. Supported by the Australian Department of Foreign Affairs and Trade (DFAT), ACP4Climate helps Cambodia adapt to and reduce vulnerability to climate change through improved integrated water resource management and strengthened community-based resilience.

Tetra Tech International Development implements ACP4Climate in partnership with the Royal Government of Cambodia. ACP4Climate works with government, private sector, and civil society partners to strengthen national and subnational water planning, guide climate-resilient water investments, and scale inclusive and innovative solutions for climate-resilient water management. ACP4Climate works closely with women, persons with disabilities, Indigenous Peoples, and marginalised groups to ensure that they shape and benefit from improved water governance.

Purpose and Objectives

The Communications Manager is responsible for developing, and leading the implementation of, the ACP4Climate's communications and public diplomacy activities to effectively communicate program achievements, learning, partnerships and impact to diverse audiences. Reporting to MERL & Communications Lead, the role supports the delivery of the program's Communications and Public Diplomacy Plan and contributes to strengthening visibility, stakeholder engagement and knowledge sharing across the program.

The Communications Manager will oversee the development of high-quality communications products and digital content that showcase climate resilience initiatives, integrated water resource management, innovation and inclusive development outcomes. The roles will work closely with technical teams, partners and stakeholders to translate complex technical information into accessible and engaging communications materials for government, development partners, communities and the public.

The Communications Manager will also support knowledge management, storytelling and public engagement initiatives that strengthen Australia's development partnership with Cambodia and contribute to program learning and influence.

Key Responsibilities

- Develop, and lead the implementation of, the ACP4Climate's Communications and Public Diplomacy Plan in coordination with the MERL & Communications Lead and technical teams.
 - Develop and manage high-quality communications products including success stories, case studies, newsletters, reports, presentations, briefs, factsheets, speeches and digital content.
 - Produce compelling human-interest stories and evidence-based communications products that demonstrate program achievements, impact and lessons learned.
 - Ensure all communications materials comply with DFAT branding, visibility and accessibility requirements.
 - Ensure communications products are inclusive, culturally appropriate and accessible to diverse audiences, including women, persons with disabilities and marginalised groups.
 - Work closely with MERL staff to translate program evidence, data and learning into accessible communications and knowledge products.
 - Support the documentation and dissemination of learning, innovations and good practices from program activities and partnerships.
 - Coordinate media engagement activities, including drafting press releases, talking points and public-facing communications materials.
 - Coordinate photography, videography, graphic design and multimedia production to support program communications and visibility.
 - Support the preparation of donor communications products including quarterly highlights, annual reports, briefing materials and event communications.
 - Support the planning and delivery of events, workshops, campaigns and public diplomacy activities.
 - Build the communications capacity of program staff and partners through guidance, coaching and tools.
 - Maintain organised communications and digital asset management systems, including photo libraries, templates and publication archives.
 - Monitor communications performance and audience engagement metrics to support adaptive communications approaches.
-

Selection Criteria

Qualifications

- Bachelor's degree in communications, journalism, public relations, international development, marketing or a related field.
- Master's degree of related disciplines is desirable.

Experience

- Minimum 7 years' experience in communications, public diplomacy, media or knowledge management roles within development programs, government, NGOs or the private sector.
- Experience developing and implementing communications strategies and outreach activities for donor-funded programs.
- Experience managing a team to produce high-quality written communications materials for diverse audiences.
- Experience managing social media platforms, websites and digital communications campaigns.
- Experience coordinating multimedia content production including photography, videography and graphic design.
- Experience working with technical teams to translate complex information into accessible communications products.
- Experience supporting event communications, stakeholder engagement and public diplomacy activities.
- Experience working on climate change, water, environment, resilience or inclusive development programs is desirable.

Knowledge, Skills and Attributes

- Strong written and verbal communication skills in English and Khmer.
- Excellent storytelling, editing and content development skills.
- Strong understanding of digital communications and social media management.
- Proficiency in Microsoft Office applications and digital communications tools.
- Familiarity with graphic design and multimedia software such as Canva, Adobe Creative Suite or equivalent platforms.
- Strong organisational and coordination skills with attention to detail.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Understanding of DFAT communications and branding requirements is desirable.
- Strong interpersonal skills and ability to work collaboratively with multidisciplinary teams and stakeholders.
- Creative and strategic thinker.
- Strong initiative and problem-solving skills.
- Collaborative and team-oriented approach.
- High level of professionalism and cultural sensitivity.
- Commitment to inclusive and ethical development practice.
- Ability to communicate complex ideas clearly and effectively to different audiences.

This position is reserved for Cambodian nationals only.

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech has a zero-tolerance approach to sexual exploitation, abuse and harassment ('SEAH'), child abuse and exploitation, modern slavery and safeguarding related retaliation, and this zero-tolerance extends to inaction. Tetra Tech is committed to being a child safe organisation, and to promoting a culture that supports gender equality, and addresses the gendered drivers of violence against women and children. It is committed to fostering a culture where we prevent and respond decisively and appropriately to harm against people, and that all people are treated with dignity and respect, irrespective of country, program, or office where we work. This will require compliance with Tetra Tech's Safeguarding and other Codes of Conduct and our associated safeguarding policies (Child Protection and Child Safety, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policy and procedure, and Modern Slavery. Any successful applicants will be required to undertake satisfactory referee and criminal record checks prior to being appointed to any position.

Tetra Tech does not charge money or any kind of fee at any stage of the recruitment process (this includes applications, interviews, meetings, processing, administration, service and training). Tetra Tech will never ask for your sensitive information, such as bank account or other login details, including username or password.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.