

Position Description

Communications and Outreach Officer



Position Title	Communications and Outreach Officer
Program	Australia Cambodia Partnership for Climate Resilience (ACP4Climate)
Supervisor	Communications Manager
Location	Phnom Penh

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.

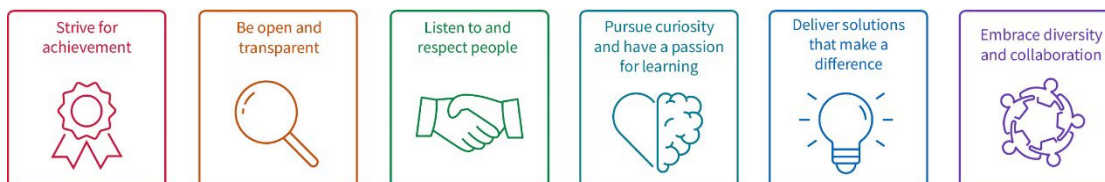
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

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 and Outreach Officer coordinates communications, outreach and stakeholder engagement activities across the program. The role supports event management, partner liaison, content collection, sourcing stories of change, social media coordination and communications logistics, enabling efficient delivery of communications activities across the program.

Reporting to the Communications Manager, the role contributes to the development and dissemination of communications products, outreach initiatives and public engagement activities that strengthen awareness of climate resilience, integrated water resource management and Australia's partnership with Cambodia.

Key Responsibilities

- Support the implementation of ACP4Climate's Communications and Public Diplomacy Plan and outreach activities.
 - Assist in developing communications materials including success stories, newsletters, factsheets, presentations, briefing notes, speeches and digital content.
 - Support the preparation and dissemination of communications products that highlight program achievements, lessons learned and impact.
 - Coordinate content collection from technical teams, partners and field activities for communications and outreach purposes.
 - Support management of the program's website and social media platforms, including drafting and scheduling posts and monitoring audience engagement.
 - Assist in organising communications and visibility activities for workshops, campaigns, learning events, field visits and stakeholder meetings.
 - Support media engagement activities including drafting media advisories, press releases and event materials.
 - Coordinate with technical teams and partners to identify stories, case studies and knowledge products for external communications.
 - Support the development and dissemination of outreach and awareness materials tailored to diverse audiences and stakeholders.
 - Ensure communications products comply with DFAT branding, visibility and accessibility requirements.
 - Support translation, editing and proofreading of communications materials in Khmer and English.
 - Maintain organised records of communications materials, publications, photos and outreach products.
 - Support coordination with service providers, designers, photographers, videographers and printers as required.
 - Contribute to strengthening inclusive and accessible communications approaches across the program.
 - Carry out other communications and outreach tasks as assigned by the Communications Manager.
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Selection Criteria

Qualifications

- Bachelor's degree in communications, journalism, public relations, international development, media studies or a related field.
- Additional training in communications, digital media or outreach is desirable.

Experience

- Minimum 3 years' experience in communications, outreach, public relations or related roles.
 - Experience supporting communications and stakeholder engagement activities for development programs, NGOs, government or private sector organisations.
 - Experience developing written communications products and digital content.
 - Experience supporting social media management and digital communications activities.
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Selection Criteria

- Experience organising events, workshops or public engagement activities.
- Experience working on donor-funded development programs is desirable.
- Experience in climate change, environment, water or resilience-related sectors is desirable.

Knowledge, Skills and Attributes

- Strong written and verbal communication skills in Khmer and English.
- Good content writing, editing and storytelling skills.
- Familiarity with social media platforms and digital communications tools.
- Proficiency in Microsoft Office applications.
- Familiarity with graphic design and content creation tools such as Canva or Adobe Creative Suite is desirable.
- Strong organisational and coordination skills with attention to detail.
- Ability to work collaboratively with multidisciplinary teams and external stakeholders.
- Ability to manage multiple tasks and meet deadlines.
- Strong initiative and willingness to learn.
- Creative and solutions-oriented mindset.
- Strong interpersonal and teamwork skills.
- High level of professionalism and cultural sensitivity.
- Organised and detail-oriented approach to work.
- Commitment to inclusive and ethical development practice.

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 International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

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.