

Position Description

Communications and Multimedia Production Specialist



Position Title	Communications and Multimedia Production Specialist
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.

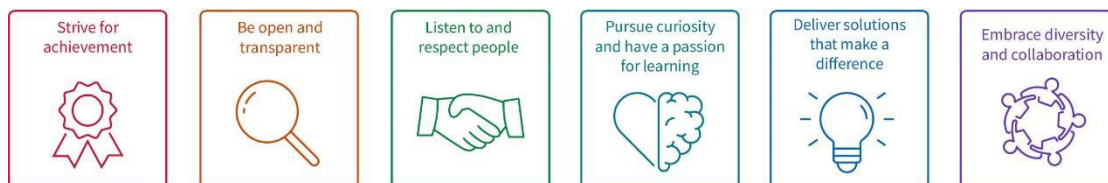
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

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 Multimedia Production Specialist support the implementation of ACP4Climate's communications and public diplomacy activities through the production of high-quality multimedia and digital communications content that communicates program achievements, lessons and impact. Reporting to the Communications Manager, the role contributes to increasing visibility, stakeholder engagement and knowledge sharing by developing compelling visual and multimedia products that showcase program achievements, partnerships and knowledge dissemination to strengthen Australia's climate resilience partnership with Cambodia.

The role provides specialised expertise in photography, videography, graphic design, editing, social media management, multimedia production and digital storytelling. The Communications and Multimedia Production Specialist will work closely with technical teams, implementing partners and communities to document program activities and translate technical information into accessible and engaging communications materials for diverse audiences.

Key Responsibilities

- Support the Communications Manager to implement the program's Communications and Public Diplomacy Plan and related outreach activities.
- Develop and produce high-quality multimedia content including photography, videos, short documentaries, social media content, graphics, animations and digital stories.
- Capture program activities, field visits, events and stakeholder engagement activities through photography, videography and interviews.
- Support the development of success stories, case studies, human-interest stories and other communications materials that highlight program achievements and impact.
- Edit and package multimedia materials for use across digital platforms, presentations, reports, campaigns and public diplomacy activities.
- Support the management of the program's website and social media platforms, including drafting and scheduling content and monitoring engagement.
- Coordinate the design and layout of communications materials including factsheets, infographics, banners, reports, presentations and event materials.
- Maintain and organise the program's multimedia and digital asset library, including photographs, videos, templates and branding materials.
- Support event communications and visibility activities, including photography, videography and content production for workshops, campaigns and stakeholder events.
- Coordinate with technical teams and partners to identify stories, innovations and lessons learned for communications purposes.
- Ensure all communications products comply with DFAT branding, visibility, and accessibility requirements, and undergo quality assurance before publication.
- Coordinate multimedia vendors and consultants, support procurement by preparing technical specifications, and review deliverables to ensure quality and compliance.
- Support translation and adaptation of communications materials in Khmer and English.
- Explore innovative and creative approaches for digital engagement, storytelling and multimedia production.
- Operate multimedia and audio-visual equipment, including cameras, editing tools and drone equipment where appropriate and permitted.
- Carry out other communications and multimedia production tasks as assigned by the Communications Manager.

Selection Criteria

Qualifications

- Bachelor's degree in communications, journalism, multimedia production, graphic design, media studies or a related field.
- Relevant technical training or certification in multimedia production, photography, videography or digital media is desirable

Experience

Selection Criteria

- Minimum 5 years' experience in multimedia production, communications, digital media or related roles.
- Experience producing photography, videography and digital communications content for development programs, NGOs, government or private sector organisations.
- Experience managing social media content and digital engagement platforms.
- Experience developing visual communications materials including infographics, publications and digital assets.
- Experience documenting field-based activities and working with communities and stakeholders.
- Experience working on donor-funded development programs is desirable.
- Experience in climate change, environment, water or resilience-related programs is desirable.

Knowledge, Skills and Attributes

- Strong photography, videography and multimedia storytelling skills.
- Proficiency in multimedia editing and graphic design software such as Adobe Creative Suite, Premiere Pro, Photoshop, Illustrator, Canva or equivalent platforms.
- Strong social media and digital communications skills.
- Ability to translate technical information into accessible visual and digital content.
- Strong organisational and time management skills with attention to detail.
- Ability to manage multiple tasks and work under tight deadlines.
- Ability to operate multimedia and audio-visual equipment, including drone technology where appropriate.
- Strong written and verbal communication skills in Khmer and English.
- Good interpersonal skills and ability to work collaboratively with multidisciplinary teams and partners.
- Creative and innovative mindset.
- Strong initiative and problem-solving skills.
- Flexible and adaptable approach to work.
- High level of professionalism and cultural sensitivity.
- Strong teamwork and collaboration skills.
- 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.