



JOB DESCRIPTION

Position Information

Functional Title:	Information Officer
Post Level:	NO-B
Reports to:	Chief of Public Affairs Section
Location:	ECCC residual premises, Phnom Penh
Date issued:	03 July 2023
Deadline for Application:	16 July 2023

Background

The Extraordinary Chambers in the Courts of Cambodia (ECCC) is a domestic judicial institution established in accordance with Cambodian law. The ECCC has jurisdiction to bring to trial senior leaders of Democratic Kampuchea and those who were most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and custom that were committed during the period from 17 April 1975 to 6 January 1979.

Following completion of its judicial proceedings, the ECCC commenced in January 2023 on residual functions for an *initial* period of three years. An essential part of these residual functions is dissemination of information to the public regarding the work of the Extraordinary Chambers. The ECCC is seeking applications from suitably qualified candidates for the role of **Information Officer** to facilitate effective information dissemination, with special attention given to digital media and social media platforms.

Duties and responsibilities

Under the overall guidance of the Director of Administration and direct supervision of the Chief of Public Affairs, the incumbent will perform the following duties:

- Develop an information dissemination strategy for the ECCC and formulate related information activities using social media platforms;
- In consultation with affected offices, produce contents for social media channels.
- Monitor social media channels, such as Facebook, Telegram, Instagram, TikTok, YouTube and Twitter, for information on the ECCC and propose responses as appropriate.
- Administer all ECCC social media platforms and present regular reporting on their performances, including proposing enhancement as appropriate to meet social media trends, innovations, and technology enhancements; and
- be able and willing to travel within Cambodia when required.
- Performs other tasks as assigned by management.

Recruitment Qualifications

Education:	Advanced university degree (Master) in Media and Communication, or related field. A first level university degree (Bachelor) in combination with two additional years (see work experience) of relevant experience may be accepted in lieu of an advanced university degree.
Work Experiences:	At least two years of experience in public information work, including good knowledge in digital media, social media content management and social media campaigns. The post requires good knowledge of project management. Knowledge of the ECCC is an asset.
Language Proficiency:	Khmer, English and French are the working knowledges of the ECCC. Fluency in Khmer and English is required for this posting. Knowledge of the French language in an advantage.

Job Description Certification

Incumbent (if applicable)

Name _____ Signature _____ Date _____

Supervisor

Name _____ Signature _____ Date _____

Chief of Section

Name _____ Signature _____ Date _____