

Job announcement

Position: Partnerships and Communication Manager

SIPAR (www.sipar.org) is a French-based NGO that has been working in reading development and education in Cambodia for 40 years through its three main programs: Libraries Development, Youth Empowerment, and Books Publishing.

SIPAR is seeking a **Partnerships and Communication Manager** to manage its everyday relationships with stakeholders, partners, donors and beneficiaries. This position is based in the Sipar Office in Phnom Penh, but also needs frequent travels in provinces.

Major responsibilities:

Under the authority of the Director General of Sipar, in collaboration with project/program leaders in Cambodia and in working with the Sipar fundraising coordinator and Board members in France, the **Communication and Partnerships Manager** will be responsible for:

- Seeking and identifying new potential financial partners (within the framework of CSR via Eurocham and other business networks in Cambodia and Southeast Asia)
- Writing partnership proposals to be submitted to potential partners
- Maintaining relationships with local private financial partners
- Writing reports to be submitted to partners
- Managing Sipar Facebook page, Instagram, LinkedIn and website
- Writing Sipar newsletters and annual report
- Leading in developing communication tools (flyers, posters, video clips ...)
- Leading/participating in the organizing Sipar events, including but not limited to, book launches and partnership events
- Participating in partnership events and networking
- Developing and maintaining relationships with the press and the media.

Required qualifications :

- Cambodian nationality preferred
- Hold BA in communication, Information Sciences, or other related fields
- Have at least 3-year experience in the field of communication, marketing, and/or proposal writing
- Must possess excellent interpersonal communication, negotiation, leadership and organizational skills
- Must be hardworking, flexible and able to work under pressure
- Fluent in Khmer and English, French is an asset
- ICT skills: Microsoft Office, Photoshop, and Video Maker

Interested candidates with the qualifications required are invited to send a CV and cover letter with **expected salary** to: Mr HOK Sothik, Director General of Sipar: sothik.hok@sipar-cam.org by 15th March 2024 at 5 pm.

This position will start on **1st May 2024**

Only **short-listed candidates** will be contacted for interview.