



អង្គការសហការ
INTERNATIONAL
COOPERATION
CAMBODIA

Job Opportunity
Position: **External Relation Coordinator**

International Cooperation Cambodia (ICC) is an innovative Christian development organisation committed to serving the least-served across the Kingdom of Cambodia.

ICC is seeking a qualified Cambodian national to fill the position:
External Relation Coordinator based in ICC Head Office, Phnom Penh.

Summary of position:

To coordinate and administrate the organisation's external relation primary related to the ICC Beyond program and ICC's grants-seeking initiatives. To ensure that all activities within the External Relation Coordinator's authority fulfil ICC's corporate purpose, values, policies and procedures.

Areas of responsibility:

Operational tasks:

Being responsible for the following tasks in close cooperation with the Executive Director and the Design Intervention Committee:

- To develop and administrate marketing strategies of the ICC Beyond program¹
- To plan and coordinate services for ICC Beyond clients
- To monitor and follow up on services provided, and analyse lessons learned
- To be a member of the Design Intervention Committee, and involve in creation and design of future ICC interventions
- To take a leading role in proposal writing processes, normally supported by a working-group, and based on project design outlined by the Design Intervention committee
- To be the contact person to ICC's external partners, incl. monitoring and follow up
- To assist the ICC directors in networking and fundraising initiatives, based on request
- To establish efficient work processes to ensure transparency towards the Executive Director, incl. on donor/MA-relations and any relations with local authorities
- To ensure that MIS² are in place for the External Relation Coordinator's working areas, so that documentation are made and kept properly
- To ensure any operation of the External Relation Coordinator's responsibility is done within ICC's permissions, policies and standards, and within the Cambodian laws

Networking & research:

- Do networking and interacting with the Cambodian civil society, incl. local NGOs, religious institutions, community-based organisations and associations, in order to build up an ICC Beyond client group
- Do networking and collaboration with current and potential external supporting partners, based on request
- Do research on relevant topics in order to be up front on e.g. trends, potential new partnerships, networks, methods/tools and new interventions
- Stay updated on the current political, social, economic, religious and development situation in Cambodia, both from a local and an international perspective

¹ A consultancy program for the Cambodian civil society

² Management Information Systems

Other specific tasks

- To contribute to an organisational work-environment striving for professionalism and high quality in work
- Other tasks as assigned by the Executive Director

Qualification requirements

- Strong skills and experience in marketing and administration
- Strong communication and presentation skills
- Comprehensive knowledge about the Cambodian NGO sector and/or the church community
- Experience with proposal writing and application processes
- Fluent written and verbal communication skills in English
- Personality that is characterized by integrity and honesty, with an ability to speak the truth in love
- The ability to develop positive and trusting intercultural and interdenominational relationships
- Being a team-player, but capable to work independently and a self-starter
- An open-mind to learn and to develop within the role and responsibility of the position

Salary range: USD400.00 – USD500 plus benefits

Started date: Preferable March 01, 2018

Submission of Applications

Interested candidates should send a **full written ICC application form** with contact information, no later than **January 15, 2018** to ICC-Head Office: #7B1, SORLA street 371, ORKIDE village, TUEK THLA commune, SEN SOK district, PHNOM PENH. Tel: 092 469 934 or by e-mail to Head Office Manager via: ho.manager@icc.org.kh

Application form is available at the ICC website: www.icc.org.kh/opportunities

Only short listed candidates will be notified. The successful candidate will be required to fully comply with the ICC national staff policy manual, as well as other ICC policies and limitations.