



## Call for Expressions of Interest

### **Social Media Manager**

(multiple roster positions)

Vacancy	EOI/CMS/2023/01
Level and Fee	Subject to experience
Date Issued	4 July 2023
Starting Date	1 August 2023 or soonest thereafter
Location	ECCC, Phnom Penh (Cambodia)

#### **1. General background**

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) provides technical assistance to the Extraordinary Chambers in the Courts of Cambodia (ECCC), which 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.

The ECCC commenced residual functions on 1 January 2023 for an initial period of three years following completion of trial proceedings in 2022. One such residual function is the dissemination of information to the public regarding the Extraordinary Chambers and its work.

The ECCC is soliciting expressions of interest from suitably qualified Cambodian and foreign candidates for the role of **Social Media Manager** to create and disseminate such information to the public, including youth, victims of the Khmer Rouge regime, and beyond.

#### **2. Duties and responsibilities**

Under the overall guidance of the Deputy Director of Administration and direct supervision of the Information Officer, the consultant will perform the following duties:

- Develop, plan and implement compelling social media content and information campaigns;
- Edit text and multimedia content for publication;
- Post and administer content on ECCC's social media platforms (such as Facebook, Telegram, Twitter, Instagram, Flickr, TikTok) and website;
- Independently initiate, develop and produce public information announcements, journalistic features, blog-style materials in written and digital formats for the above platforms; and
- Any other task assigned.

### 3. Competencies

**Professionalism:** Ability to plan, execute and monitor public communication campaigns, e.g. campaign management, market research, message targeting, impact evaluation. Ability to research and analyze issues and topics related to current events. Ability to draft and compile a variety of written communication products in a clear, concise style. Ability to interact with the public to build and maintain effective business connections. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

**Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

### 4. Qualifications and requirements

**Education:** University degree in media and communications or similar. Relevant and compelling experience may be accepted in lieu of formal tertiary qualifications degree.

**Work experience:** At least two (2) years of relevant experience, including the creation of social media content and moderation or management of social media platforms is required. Demonstrated ability to write succinct and easy-to-understand content for target audiences is required. A flexible, agile, proactive and team oriented attitude is required. Experience working in international teams and sensitivity to operational requirements is desirable. Knowledge of the ECCC or previous ECCC experience is an asset.

**Languages:** Khmer, English and French are the working knowledges of the ECCC. Fluency in Khmer and English is required. Working knowledge of French is an advantage.

## 5. Special notice

The successful candidate(s) shall be engaged as a consultant(s) with terms of service governed by the [General Conditions of Contracts for the Services of Consultants and Individual Contractors](#) and related UN framework.

A roster of suitably qualified candidates will be created from which UNAKRT may approach candidates from time to time according to operational requirements.

Please note that no allowance other than the applicable consultancy fee is available for this role. If official travel is required within Cambodia, the consultant shall receive the applicable daily subsistence rate.

## 6. How to apply

Please submit a completed and signed application form (P.11) and motivation letter in English to [unakrt-jobs@un.org](mailto:unakrt-jobs@un.org).

The P.11 form should be downloaded from the [UNAKRT website](#). Only candidates under serious consideration will be contacted for interview. Applications from qualified female candidates are strongly encouraged.

Applications received after the deadline will not be accepted.

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