

**OUR VISION:** A generation of Cambodian children empowered by education.  
**OUR MISSION:** To provide access to quality teaching and learning at school.

## Job Description

<b>JOB TITLE</b>	<b>ENGAGEMENT INTERN</b>
<b>ACCOUNTABLE TO</b>	Engagement Manager
<b>LINE MANAGEMENT</b>	Nil
<b>LOCATION</b>	Battambang with intermittent in-country travel
<b>OPEN TO</b>	Cambodian or Cambodia-based applicants
<b>EMPLOYMENT TYPE</b>	Full Time, Fixed Duration Contract (6-9 months)
<b>SALARY</b>	Negotiable according to skills and experience
<b>DEADLINE</b>	Please submit applications as soon as possible
<b>START DATE</b>	According to availability from 01/08/2023

### About SeeBeyondBorders

SeeBeyondBorders is a UNESCO award-winning international non-government organisation, which is registered in Cambodia and operates in rural locations in Battambang and Siem Reap Provinces. The organisation is supported by an alliance of registered charities in Australia, the UK and Ireland.

SeeBeyondBorders' aim is to build capability within Cambodian education policy-making, leadership, mentoring, and training so that teachers are equipped and motivated to provide quality education to children. We are committed to supporting systemic change whereby educators are proud to work in the teaching profession and are highly respected by parents, their communities and their peers. To this end, SeeBeyondBorders conducts programs to mentor education leaders, upskill teachers, engage parents and communities and develop resources that together can enable delivery of quality education to schoolchildren.

Our Quality Teaching and Communities of Practice programs form the lead initiatives and are supported by our Shared Services platform which enables all of our work. We seek to embed all of our work at school, district, provincial and national levels.

### About the Applicant

<b>Qualifications, skills and experience – ESSENTIAL</b>	<ul style="list-style-type: none"> <li>- Fluency in Khmer (both written and spoken)</li> <li>- Excellent interpersonal communication skills and ability to work closely and supportively within a team</li> <li>- General IT skills including Google Drive and related applications</li> <li>- Experience in photography, generation of content and the production of short films.</li> <li>- Holding/working towards degree in Communications, International Development or similar field</li> </ul>
<b>Qualifications, skills and experience – DESIRABLE</b>	<ul style="list-style-type: none"> <li>- Proficiency in English (both written and spoken)</li> <li>- Experience of working for an NGO delivering development programmes in Cambodia</li> <li>- Able to use design software, including Canva, InDesign, Adobe Photoshop</li> <li>- Skilled in self-management, balancing competing priorities, and working against multiple deadlines.</li> </ul>

<b>Personal Characteristics:</b>	<ul style="list-style-type: none"> <li>- High level of initiative, a self-starter, capable of working with minimal supervision</li> <li>- Team player, willing to work hard and prioritise collaboration</li> <li>- Respected and respectful with a high level of honesty and integrity who is capable of building and maintaining trusted relationships</li> <li>- Innovative and creative attitude to change and improvements with a willingness to share ideas and identify opportunities for improvement</li> <li>- Strong interpersonal communication skills, comfortable in a diverse working environment</li> <li>- Motivated and committed to self development and improvement</li> <li>- Learner oriented person who is keen to always be learning more</li> </ul>
<b>Responsibility for Values</b>	Active commitment to the SeeBeyondBorders Development Philosophy and values; <ul style="list-style-type: none"> <li>- Changemaker   Competency   Integrity   Courage   Respect</li> </ul>

## The role

The Engagement Intern will support with a variety of tasks as part of the Engagement Team, including the collection of photos and content, generating publications and communications materials and basic graphic design.

The Engagement Team supports Senior Leadership, Program Management, Fundraising and Alliance entities with materials and services for the purposes of stakeholder engagement. This includes advocacy, promotion, publicity, reporting, fundraising and compliance.

While the list below sets out the key Responsibilities and Tasks assigned to this role, the Engagement Intern will also be required to provide intermittent support in a variety of other areas.

## Responsibilities (R) and Tasks (T)

### R1: Communicate the work of our NGO in an inspiring, informative and captivating way

- Develop graphics and layouts for digital and physical communications
- Create visual concepts using computer software
- Prepare and collate information to be used for external communications
- Propose innovative and creative ideas in graphic design
- Support with voiceover and recording of content for external communications.

### R2: Safeguard Communication Standards

- Gather photos and video footage of SeeBeyondBorders and Community events, while adhering to policies and procedures
- Support in the gathering and maintenance of image consent
- Liaise with Project Team to gather resources for Communications and Fundraising purposes.

### R3: Support the Engagement Team in ensuring consistent and quality content is used throughout the organisation.

- Support with the review of documents and presentations to ensure all external publications adhere to Communications guidelines.
- Develop overall layout and design for various items including reports, brochures, newsletters and donor reports
- Review and update of existing communications resources, such as templates.

## **Working at SeeBeyondBorders**

The regular working week is 40 hours. Leave entitlements include 18 days' annual leave, accessible on a pro-rata, pre-approved basis, up to 10 days' sick leave, and scheduled Cambodian public holidays. Occasional weekend work may be required with time off in lieu.

SeeBeyondBorders is committed to protecting the rights of children and vulnerable people. The successful candidate will be offered the role subject to a Working with Children Check and acceptable references. You will also be asked to sign our Child and Vulnerable People Protection Policy and our Code of Conduct.

SeeBeyondBorders is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, colour, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local country protected class.

## **Applications**

Applications addressing the specific requirements in this Job Description should be submitted by email to [hr.cambodia@seebeyondborders.org](mailto:hr.cambodia@seebeyondborders.org)

## **More information and enquiries**

Enquiries about this role, or about the SeeBeyondBorders organisation should be directed initially to [hr.cambodia@seebeyondborders.org](mailto:hr.cambodia@seebeyondborders.org)

Further information about SeeBeyondBorders is available at

Web : [www.seebeyondborders.org](http://www.seebeyondborders.org)

Facebook : [www.facebook.com/SeeBeyondBorders](https://www.facebook.com/SeeBeyondBorders)

Twitter : [www.twitter.com/seebeyondborder](https://www.twitter.com/seebeyondborder)