



## JOB DESCRIPTION

1. Title and Full Name: To be filed in
2. Job title: Editor – Women Program
3. Status: Freelance, and required to come to the office of the Open Institute at least 3 times per week.
4. Department: Social Cooperation
5. Organizational Relationship:
  - Supervised by: Executive Director of the Open Institute
  - Report to: Project Coordinator of the Women Program and the Executive Director
  - Communication: With all Social Cooperation and Open Institute Personnel

### 6. Duties and Responsibilities:

The responsibilities of the Editor are as follow:

1. To produce at least one editorial per week and upload them directly to the Women web portal; the editorial submission is required at the latest of Tuesday of the week.
2. To be responsible for content development and publishing of the women web portal and women bulletin.
3. To regularly check content of the web portal and ensure smooth communication with the women program team on content selection for the web portal and women bulletin.
4. To actively respond to comments, if any, when editorial is published on the web portal and women bulletin.
5. To facilitate editorial group meetings and participate in women forums and meetings, which organized by the Open Institute.
6. To work with the Women team members to develop and review related necessary policies of information/content development and management of the web portal and women bulletin.
7. To identify appropriate information sources that maps information categories of the web portal and women web portal.

The information sources include, but are not restricted to, government institutions, NGOs and international organizations, libraries and research institutes, websites, and print media.

8. To build capacity of the women program team members to be able to analyze information, to write news story and to develop content for the web portal and women bulletin.

9. To network, maintain good working relationship and mutual cooperation with all information sources, women organizations and networks.

10. To participate in the communication spaces: mailing list, Blog and online Forum of the web portal.

11. To translate editorials from Khmer into English and vice versa.

12. To work as a team member promote the web portal and women bulletin among women organizations, women networks and those involved in women's issues and rights.

13. To work closely with the project coordinator to monitor and to evaluate content of the web portal and women bulletin as well as to develop its plan for next phase.

14. To participate in strategic planning of the Women program, when needed.

15. All access (user name and password) and restricted information must be kept confidential and be communicated internally only with the person(s) designated by the immediate supervisor.

16. To perform effectively and in timely manner works assigned and undertake any other support duties as may be required from time to time by the Executive Director or her designated person.

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