

JOB ANNOUNCEMENT

Handicap International (HI) is an international non-governmental aid organization working alongside people with disabilities and other vulnerable groups in situations of poverty and exclusion, conflict and disaster, founded in Cambodia in 1982, currently operating in 61 countries. HI mission in Cambodia is predominantly to both respond to the essential needs and improve the living conditions of persons with disabilities all around the world through the promotion of their comprehensive rights. Our areas of intervention are prevention, access to services and inclusion. Our vision is of a world in which all forms of disabilities can be prevented, cared for or integrated, and in which the rights of people with disabilities are respected.

In Cambodia, 5 programs are currently rolled:

- **Livelihood and inclusive development:** deployed in Siem Reap and Kampong Cham.
- **Mother and Child Health:** on going in Siem Reap province (called the Happy Child Project) and will be extended to Kampong Cham in 2018
- **Rehabilitation:** quality rehabilitation services and building referral with health system in Kampong Cham and Tbong Khmum provinces
- **Road Safety:** Awareness, research and Advocacy

Handicap International is seeking to recruit a qualified candidate to fulfill the following position of **Project Officer (PO)** who is responsible for screening, data management, referral activity and leading/managing under the supervision of the program Manager, project planning, implementation, supervision, monitoring and reports.

Location: Siem Reap province and will require frequent travel to the districts

Working Schedule: Full-time work

Contract Duration: 8 months (possible extension)

Expected starting date: early May 2017

Salary and benefits package: Salary and other benefits in accordance with HI's Salary scale and HI Terms & conditions of Employment.

Main Responsibilities:

- Ensure the Preventive screening and referral activity is operating smoothly according to MCH program strategy'HI and donor requirements and progress on a timely manner against the defined objectives, and indicators set
- Participate in the identification, development and implementation of new activities/initiatives, as necessary for realizing the project objective.
- Organize and assist the implementation of trainings and training of trainers
- Identify areas for improvement in trainings and materials and facilitate the necessary updates
- Provide regular supervision visits to the targeted health centers and pre- schools in the coverage areas.
- Assist the program manager to develop/update annual plans and log frame; develop personalized monthly and weekly work plans
- Ensure that the project inputs into the programme communication strategy
- Supervise the development and implementation of an effective system for monitoring and evaluating project outputs and outcomes, including data collection and analysis
- Liaise with provincial health department/ operational district , Health Center and other stakeholders(health, education and disability partners) to define specific objectives and coordinate collaboration in the field
- Manage materials and financial resources of project
- Prepare Monthly action plan, weekly report, summary report and draft quarterly, and annual reports

Experiences and qualifications:

- Doctor or bachelor Degree in health, midwives or nurse or public health
- Knowledge of disability, Cambodian health system, and/or child development.
- Minimum 3 years working in relate fields and team management
- At least 1 years working in management and supervision
- Demonstrated ability on project development
- Good organizational and interpersonal skills
- Demonstrated ability on capacity development including training program development
- Fluent Khmer and proficiency English
- Skills in networking and advocacy
- Computer skills in word, power point presentation and excel
- Interest and experience in working with children, particularly those with impairment and disability
- Availability to travel to districts and to different provinces

Handicap International is committed to equal employment opportunities for all applicants.

Handicap International is committed to the principle of diversity and particularly welcomes applications from people with disabilities and women.

Reasonable accommodation will be provided on an individual needs basis for applicants with disabilities. We encourage the applicant to contact the number below to express their needs.

The successful applicant will be expecting to comply with Handicap International's Child Protection Policy and protection of beneficiaries towards exploitation and sexual abuse.

Interested candidates are invited to submit an **application letter** stating how you meet the requirement together with a **comprehensive curriculum vitae** (maximum of 4 pages), salary expectation, names and contacts of two professional references from different institutions who are familiar with the candidate's qualifications and work experiences. Please attach only copies of original certificates and other documents.

Applications must be submitted before or on **April 17, 2017 at 17:00**.

Applications will be reviewed as soon as received. All application documents will be treated confidentially and will not be returned. Only short-listed candidates will be contacted for an interview.

Handicap International Cambodia's job announcements and activities are also posted on the HI's facebook page: <https://www.facebook.com/HandicapInternationalCambodia>

Applications are invited to submit their applications to:

HR Training and Development Manager

#9AB, Street 446, Sangkat Tuol Tompoung 1, Khan Chamkar Mon, Phnom Penh,

Kingdom of Cambodia

Tel.: 023 212 897 / 023 212 300

P.O. Box 586

Email : recruitment@hicambodia.org

Website : www.handicap-international.org