



Action For Development (AFD)

Job Announcement

Action For Development (AFD) is a province-based non-profit, non-religious organization that is not affiliated to any individual or political ideology. It was established in 2004 and registered under RGC's Ministry of Interior on May 03, 2006. AFD works with rural communities in Kampong Thom province to improve the capacity of communities to manage natural resources and improve their livelihood. AFD have partnership with World Vision International-Cambodia to implement Voice and Action: Social Accountability for Improved Service Delivery Project from May 2017 to December 2018 under the funding support from the Japan Social Development Fund, managed by the World Bank. The project is implemented to improvement public service delivers (primary schools, health centres, and commune administrative services) in 3 district Baray and Sandan districts of the Kampong Thom, and Choam Ksant Phreash Vihear province.

Positions

AFD is seeking ten (8) qualified Cambodians national to fill vacant positions

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|----------------------|--|
| 1. Program Manager | 1 position in Kampong Thom |
| 2. Program Officer | 3 positions (1 Baray, 1 Sandan, 1 Choam Ksant district) |
| 3. Program Assistant | 4 position (2 in Baray, 1 in Sandan, 1 Choam Ksant district) |

Contract Length: Initial 18 Months and review annually

Duties and Requirements

Program Manager

Duties

- Provide good coordination over ISAF implementation with local partners NGOs and government in Kampong Thom and Phreash Vihear province.
- Provide good management on ISAF
- Planning and Budgeting
- Provide training and technical support to program officer and community accountability facilitator (CAFs)
- Providing support to other commune ISAF implementation
- Exploring and building partnership with relevant partner for ISAF and
- Coordinate with partners (NGOs and local government) to deliver a good result of ISAF implementation with good monitoring
- Assisting in budget preparation and monitoring with district ISAF and local partner to maintain high accountability to WVC and donor guideline and requirements.
- Ensuring the function of ISAF working group/ Community Accountability Facilitator (CAFs) to promote the social accountability within the target area.

Requirements

- Bachelor Degree in a related field (law, politics, international relations, governance, public policy, sociology).
- Training or education in social accountability processes and democratic development of local governance processes.
- Good understanding of advocacy issues in a development context.
- Excellent communication skills (written and verbal) in both Khmer and English.
- Understanding of public policy, government decision-making processes (especially at the sub-national level) and other civil society networks and coalitions.
- Strong negotiation, problem solving, liaison, and networking skills and brokering partnerships.
- Understanding of at least one area of public service – health, education, government services (such as registrations and land management).
- 1years' professional experience in managing local advocacy activities or community development programs.
- Experienced working with government officials
- Experience implementing social accountability tools at the local level.

- Experience working with local service providers (HCMC, School Management Committee, Commune Council members, etc)
- Experience in workshop facilitation and training
- Experience and interest in child and youth participation in development programs and advocacy.
- Driving License (motorcycle /vehicle).

Program Officer

Duties

- Assist Program Manager to ensure the quality of training and technical support to all CAFs in the target districts on ISAF implementation.
- Assist Program Manager to deliver a good result of ISAF implementation with good monitoring
- Assist Program Manager for monthly budget monitoring and planning at district.
- Ensure the function of CAFs & project activities are done timely and efficiency.
- Contribute to provide good coordination over ISAF implementation with local partners and Local Authorities
- Assist Program Manager to provide good management on ISAF
- Assist to provide support to other commune ISAF implementation.
- Planning and Budgeting

Requirements

- Bachelor Degree in a related field (law, politics, international relations, governance, public policy, sociology).
- Training or education in social accountability processes and democratic development of local governance processes.
- Good understanding of advocacy issues in a development context.
- Strong negotiation, problem solving, liaison, and networking skills and brokering partnerships.
- 2 years' professional experience in managing local advocacy activities or community development programs.
- Demonstrated experience in program management including staff management, financial management, project design and implementation, reporting and analysis.
- Experience in workshop facilitation and training
- Experience and interest in child and youth participation in development programs and advocacy.
- Driving License (motorcycle /vehicle).
- Excellent communication skills (written and verbal) in both Khmer and English.

Program Assistant

Duties

- Assist Program Officer to ensure the quality of training and technical support to all CAFs in the target districts on ISAF implementation.
- Assist Program Officer to deliver a good result of ISAF implementation with good monitoring
- Assist Program Officer for monthly budget monitoring and planning at district.
- Ensure the function of CAFs & project activities are done timely and efficiency.
- Contribute to provide good coordination over ISAF implementation with local partners and Local Authorities
- Assist Program Officer to provide good management on ISAF
- Assist in data entry for the project monitoring and evaluation

Requirements

- High school or Bachelor degree in a related field (law, politics, international relations, governance, public policy, sociology).
- 1years' professional experience in managing local advocacy activities or community development programs.
- Training or education in social accountability processes and democratic development of local governance processes.
- 1years' professional experience in managing local advocacy activities or community development programs.
- Driving License (motorcycle /vehicle).

Application Information

Interested candidates may submit an application to AFD by email info@afd-cambodia.org including:

- A cover letter referring the position applied for and candidate suitability for the position; and
- Current resume
- Please do not include certificates or recommendations in the application.
- Women and youth are encouraged to apply.
- Please note only shortlisted candidates will be interviewed and documents received will not be returned.
- AFD would like to thank all applicants for their interest.
- For more information, please visit: www.afd-cambodia.org, <https://bongthom.com>

Closing date

The closing date for applications is 12 May 2017. Applications submitted after 5 PM will not be accepted.

Address and contact

- Address: Poubak Kor Village, Sang Kat Domrey Cheankhla, Stung Sen City, Kampong Thom Province
- Office phone: (+855) 62 6900213
- Mobile phone:(+855) 096 519 4651
- Box: Mailing: 486 CCC
- Email: info@afd-cambodia.org
- Website: www.afd-cambodia.org