

Job Announcement

Caritas Cambodia is an International Non-governmental Organization has been working in eleven provinces of Battambang, Siem Reap, Kampong Thom, Kampong Cham, Kandal, Takeo, Preah Vihear, Mondulhiri, Kratie, Stung Treng and Rattanakiri provinces in Integrated Community Development, Sustainable Agriculture, Community Health, HIV/AIDs, Prison, Prevention Eye Care, Community Based Disaster Preparedness, Emergency Response and Rehabilitation, Climate Change and Adaption, Right Based Approach, Advocacy, Gender & Anti-Trafficking, Vocational Skills Development for Youth Development, Friendly Vocational Skills Development for Young Women and Young Mother with Children, and Centre for Child and Adolescent Mental Health. Caritas Cambodia is currently seeking qualified and motivated national candidates to fill in the positions of:

1. Community Health Project Manager (1 position based in Preah Vihear Province)

Main Responsibilities:

- In charge of day to day functioning of Health team and maintain work ethics.
- Conduct field visit to identify problems and assess the need of the target group.
- Direct and guide project staff to implement project activities in compliance with program objective, approaches, and guidelines.
- Organize regular meeting with project staff to ensure the project implementation are on the right track.
- Build good relationship with the likeminded NGOs, MOH, ODs, HCs and local authorities.
- Promote integration of cross-cutting themes of gender, right based, environment, and child protection through project management cycle.
- Manage project budget properly according to Caritas financial manual and procedures.
- Ensure high degree of Accountability, Responsibility and Transparency.
- Prepare planning and reporting (quarterly, six-month, annually, and completion) and submit to Program Manager.
- Prepare project activity and budget plans, and conduct regular monitoring.
- Inform Provincial Program Director of any staff concerns or issues.
- Create friendly working environment within team and organization.
- Assist Program Manager for proposal development in consultation with relevant Department at National Office.
- Participate in the Management Committee Meeting, Task Forces and other national events.
- Monitor the progress of project implementation to ensure it is achieved based on timeframe, budgeting, and objective.
- Provide monitoring feedback to project staff.
- Prepare monitoring report and submit to Program Officer/Provincial Program Director.

- Develop relevant monitoring tools and provide coaching to project staff.
- Conduct training need assessment to define training need for project staff.
- Prepare staff development plan and submit to Human Resource Department.
- Provide on the job training and coaching to project staff to sharpen their capacity and skills.

Qualifications:

- University degree in Social Science, Health or other equivalent field
- Minimum 5 years experience in community development work with NGO/INGO
- Strong ability in project management, financial management and supervisory skills
- Strong ability in Planning, Monitoring, Reporting
- Analytical skills and problem solving skills
- A high degree of flexibility, adaptability and creativity
- High commitment to work with the poor and sensitive of people's perspective
- Skill in formation and strengthening of grass roots level people institution
- Supervising and guiding the team - Leadership quality
- Good communication and interpersonal skills
- Excellent written and spoken skills in English and Khmer
- Computer literacy (Word, Excel, Power Point, Internet and Email)
- Willingness to travel frequently to the target project

2. Program Officer (1 position based in Preah Vihear Province)

Main Responsibilities:

- Assist Program Manager in project planning, implementation, monitoring and evaluation.
- Facilitate the development of common criteria and tools for implementation and monitoring at project level.
- Assist in improving the quality of reports are succinct, timely and provide appropriate information and ensure that the reports are in line with report formats.
- Assist Program Manager to compile reports prepared by project staff (monthly, quarterly, mid-year, annual, and end of project report) for submission to National Office.
- Follow up on report timeframes to ensure drafts/reports are submitted by the project staff within the deadlines and appropriate.
- Assist project staff to collection information for writing case study/articles as required.
- Collect, update and maintain background information for proposal development as required.
- Involve in the preparation of proposals to major donors with Program Manager in cooperation with PME Department, National Office.
- Involve in the preparation of project operational plan and budget plan.
- Assist program to monitor the project on regular basis and provide feedback to improve the implementation.
- Assist to write minute report of meeting, field visit, training, workshop as required.
- Regular field visits, and spend overnight in the target villages.

- Assist project staffs in conducting training need assessment to ensure that their capacities are in line with their performance expectation.
- Together with Program Manager, coordinate the sharing of knowledge, experiences and information among teamwork.
- Work with relevant staff at National Office to conduct and facilitate the training to project staffs to improve the quality of project implementation.
- Coordinate with other Provincial Offices to share experience and lesson learnt of Community Development Program.

Qualifications:

- University degree in Social Science, Rural Development or other equivalent skills
- At least 3-5 years experience in community development work with an NGO/INGO
- Strong ability in project management, financial management
- Strong ability in Planning, Monitoring, Reporting
- Analytical skills and problem solving skills
- A high degree of flexibility, adaptability and creativity
- High commitment to work with the poor and sensitive of people's perspective
- Excellent interpersonal skill, strong integrity and leadership quality
- Excellent written and spoken skills in English and Khmer
- Willingness to travel frequently to the target project area
- Computer literacy (Word, Excel, Power Point, Internet and E-mail)

3. Community Health Facilitator (1 position based in Preah Vihear Province)

Major Responsibilities:

- Work closely with other project staff and local authorities to achieve the project objectives related to community health as defined in the strategic planning and community development model.
- Coordinate relevant training to build capacity Village Health Support Group (VHSG) and Mother Support Group (MSG) in compliance with training need assessment.
- Provide direction to Village Health Support Group and community people to participate in preparing village development plans and ensure their implementation and monitoring.
- Assist community to mobilize community resources to take up collective activities for community development work.
- Visit the Caritas health centers and identify the problems with the Government staff
- Coordinate relevant capacity building to Midwives in HC and TBAs in the community.
- Ensure participation approach from women and poorest people in decision-making, identifying problems and promote concept of gender, right-based-approach, child protection and conduct health awareness raising activities in the target villages.
- Build relationship and trust with community people and encourage target beneficiaries to participate in decision-making process.
- Build capacity to the community people by encouraging collaboration and ensuring access to a range of high quality support services; information, advice, training, mentoring, networking opportunities, etc.

- Conduct regular follow-up to ensure the progress of project activities in the target villages.
- Prepare monthly work plan/activity report to the supervisor regarding to the activities in the target villages.
- Communicate with relevant stakeholders (NGOs, UN, Gov't) for sharing and reflection and build up networks.

Qualifications:

- University degree in Public Health or any equivalent field
- At least 2 years experience in community health promotion or development with NGOs/INGOs
- Willing to work in a team, and stay overnight at the village level
- Proven facilitation and training skills
- Skill in formation and strengthening of grass roots level
- Willingness to work with the poor people
- Good interpersonal and communication skills
- Be able to communicate in English is an advantage

4. Community Development Facilitator (1 position based in Mondulkiri Province)

Major Responsibilities:

- Facilitate formation of Village Development Association, Agriculture Cooperation, production groups and provide ongoing guidance, capacity builds, and coaching to them for to ensure ownership and sustainability.
- Facilitate and provide technical assistance to VDAs/ACs on community visioning, resource mobilizing and planning process to link with key development actors for strengthening their sustainable.
- Promote mutual help and resource mobilizing activities of VDAs/ACs including community saving, emergency fund, rice banks project.....ect.
- Coordinate and facilitate the training on the appropriate agriculture technical skills, income generation activities, and agri-businesses for small farmer holders.
- Provide technical assistance to production groups and cooperative businesses of VDAs/ACs to develop properly businesses plan, looking for networking and businesses partners.
- Build relationship and learn actively within community partners, local government, and all appropriate stakeholders in target areas.
- Mobilize the vulnerable people to take up collective activities for their community.
- Stay overnight in the target villages and conduct regular monitoring and household visit to the project site for collection result chain of project activities.
- Working closely with Team Leader to development operation plan (quarterly, monthly) and writing monthly project activities report submit to Team Leader.
- Prepare and write document modules and lessons of good practitioners.
- Provide good image of VDA/AC to the community and partners.
- Promote team spirit to achieve the vision, mission, and goals.
- Communicate with relevant stakeholders (NGOs, UN, Gov't) for sharing and reflection and build up networks.
- Sharing of good practice to the project team work.

- Participate in the staff meeting.

Qualifications:

- Bachelor degree in Agriculture, Rural Development or any equivalent field
- At least 2 years experience in community development work with NGOs/INGOs
- Willing to work in a team, and stay overnight at the village level
- Proven facilitation and training skills
- Skill in formation and strengthening of grass roots level
- Willingness to work with the poor people
- Good interpersonal and capacity to build relationship
- Be able to communicate in English is an advantage

5. Accountant/Administrator (3 positions based in Battambang, Kampong Thom, and Kandal Provinces)

Major Responsibilities:

Accountant works:

- Ensure good communication and cooperation with teamwork.
- Conduct regular fields visit to understand the project implementation as required.
- Ensure up to date list of assets, pay sheets, loans and advance.
- Collect receipts and fill daily cash book.
- Check all vouchers, receipts/invoices and supporting documents that received from the program to ensure a compliance of financial procedure.
- Participate in developing budget plan with regional staff.
- Understand and answerable about the budget use to the budget plan.
- To follow up account receivable and payable of the entire program may have.
- Data entry of all transactions into Peachtree software.
- Prepare and consolidate the monthly report for the entire program and send to National Office regularly.
- Prepare and record all transactions with reconciliation in cashbook by weekly.
- Make the payment after complete approval of Program Manager/Executive Director.
- Check all the quarterly budget requests according to budget plan and submit to National Office for approval.
- Prepare expenditure breakdown to compare the budget plan and budget implemented.
- Prepare and submit the monthly account statements from Regional Office to National Office in the first week of each month.
- Keep petty cash; maintain proper records and do weekly cash counting regularly.
- Conduct field visit to monitor the credit loan and prepare monthly credit report to Credit Dept.
- Follow up on staff loan regularly.
- Promote and ensure transparency, honesty and confidentiality within the program.

Administrative works:

- Insure the daily secretariat work.
- Translate administrative documents and letters when needed from Khmer to English and English to Khmer when needed.

- Prepare correspondences, letters, incoming and outgoing letters.
- Assist to prepare annual employment contract in line with annual increment.
- Assist to prepare staff recruitment request as needed.
- Maintain inventory list/fixed assets.
- Assist in procurement process and ensure it is in line with procedures.
- Maintain and develop personal file and administrative documents a good file system.
- Maintain the vehicles consumption and prepare the vehicle logsheet.

Qualifications:

- University degree in accounting or related field from an accredited university
- Minimum 3 years experience in different accounting, book keeping systems, financial management, and cash management
- Experience in working with international NGOs or a company
- Good communication and interpersonal skills.
- Willing to work under pressure
- Good in spoken and written Khmer and English
- Knowledge of English language and Computer proficiency (Microsoft Office, Accounting Software “Peachtree accounting”)

The applicants currently based in surrounding provinces are encouraged to apply

Interested candidates are requested to submit Caritas Application Form and their CV together with a cover letter clearly states the position you are applying for, copy of degree certificates, training certificates and at least three references to Caritas Cambodia at #47, St. 198, Sangkat Boeung Pralith, Khan 7 Makara, Phnom Penh, Tel: 023 210 757 or Email: recruitment@caritascambodia.org by **16th May 2017 at 5:00pm**. Only short listed candidates will be contacted for an interview.

**Please do not attach certificates by email.
Qualified women are encouraged to apply.**