

Job Announcement

Caritas Cambodia is an International Non-governmental Organization has been working in eight provinces of Battambang, Siem Reap, Kampong Thom, Kampong Cham, Kandal, Takeo, Preah Vihear and Monduliri provinces in Integrated Development, Sustainable Agriculture, Community Health, Emergency Response Preparedness and Rehabilitation, Right Based Approach and Advocacy, Gender and Anti-Trafficking and Youth Development Program. Caritas Cambodia is currently seeking a qualified **Cambodian National** to fulfill the following positions:

1. Program Manager for Community Development Program (1 position based in Siem Reap Province)

Main Responsibilities:

- Project Planning;
- Monitoring the program implementation;
- Writing Report (monthly, quarterly and annually);
- Writing concept paper and project proposal;
- Regular feedback on the progress of the project;
- Facilitate the Mobilization of local resources;
- Provide technical support for project implementation;
- Guide and direct the staff to handle their duties;
- Identify the training needs of the staff;
- Establish working relationship with the Government Department, International and National organization in the project area;

Qualifications:

- University degree majoring in Social Science, Rural Development or other equivalent skills and knowledge gained through working with NGOs;
- At least 3 years experiences in project management;
- Analytical skills;
- Knowledge and skills in Planning, Monitoring and Evaluation and Result Based Management;
- Skill in formation and strengthening of grass roots level peoples institution;
- Supervising and guiding the team - Leadership quality;
- Identify staff training needs, capacity building of the team members;
- Good interpersonal and interpersonal skills;
- Sensitive of people's perspective;
- Good writing and speaking English and Khmer;
- Computer literacy (Word, Excel, Power Point, Internet and Email);
- Willingness to travel frequently to the target project;
- Knowledge of financial management;

2. Community Development Worker (1 Position based in Siem Reap Province)

Main Responsibilities:

- Visit the villages and identify the problems, Analytical approach to the problems;
- Assess the needs of the people;
- Regular feed-back on the progress of the project to the manager;
- Mobilizing the community to take over the responsibilities of managing projects;
- Strengthen the Community Organization (Village Development Associations) of the villages;
- Facilitate the mobilization of local resources;
- Promote and encourage participation of the beneficiaries in planning, monitoring, implementing and evaluation of projects;
- Prepare monthly, weekly plans submit to the Program Manager;
- Implement the program activities as per the plan and the guidelines provided by the Program Managers;

Qualifications:

- Degree in agriculture and rural development;
- 2 years experience of developmental work in the rural area;
- Analytical skills;
- Skill in formation and strengthening of grass roots level peoples institution;
- Willingness to work in rural area;
- Commitment to the cause of the poor and the marginalized;
- Good interpersonal and communication skills;

Interested candidates are requested to submit 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 by **October 7, 2011 at 5:00pm**. Only short listed candidates will be contacted for interview.

Note: All applicants are not acceptant by email.