

Vacancy Announcement

Caritas Cambodia is an International Non-governmental Organization in Cambodia and has been built on the *values of Love, Concern, Peace, Unity, Sharing and Brotherhood*. Currently, Caritas Cambodia is operating in eleven provinces of Battambang, Siem Reap, Kampong Thom, Kampong Chhnang, Kandal, Takeo, Preah Vihear, Monduliri, 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, Centre for Child and Adolescent Mental Health and Inclusion Program.

Caritas Cambodia is currently seeking qualified and motivated national candidates to fill the positions of:

1. ICT Officer (1 position based in National Office)

The ICT Officer will work under the guidance and direct supervision of the ICT Manager. S/he provides ICT and administrative support services to the ICT unit, provides daily technical support to users of information management tools and technology infrastructure. The ICT Officer will be based in Phnom Penh with frequent travel to the provinces.

Major Responsibilities:

- Monitor and maintain computer systems, networks, printers, scanners, camera security and phone system;
- Troubleshooting, diagnose systems network problems and solving hardware or software faults;
- Provide first line support, advise and solutions to ICT users in relation to applications, data and business process issues, ensuring all issues are resolved in a timely fashion;
- Planning and undertaking scheduled maintenance upgrades;
- Providing support, including procedural documentation and relevant reports;
- Working continuously on a task until completion (or referral to third parties, if appropriate);
- Rapidly establishing a good working relationship with team work and other professionals;
- Conducting electrical safety checks on computer equipment;
- Assist in test and evaluation new software and find solution based on user requirement;
- Assist in design report, banner, leaflet, calendar and publication;
- Remote desktop to fix problems for all provincial office;
- Assist in providing technical support with the respect to the proper use of software (Microsoft Windows, MS-Office and E-mail etc...);
- Maintenance of an up-to-date inventory of software and hardware;
- Assistance in backup and restoration procedures for local drives;
- Maintenance of backup logs;
- Assistance in upgrading patch and anti-virus programs on a timely basis;
- Monitoring of file server traffic, usage and performance on a frequent and regular basis;
- Support to users in backing up and restoring their files, as well as in virus detection, removal and protection;
- Cable installation network, phone and Camera;
- Any other responsibility will be given as and when need arise

Qualifications:

- University degree in Computer Science or other equivalent field
- At least 3-year experiences in managing and implementing information systems and supporting technologies
- Experience in supporting local area networks and physical layer installation
- Network installation routing and switching (Cisco and Linux operating system)

- Phone and Camera installation
- 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
- Computer literacy (Word, Excel, Power Point, Internet and Email)

2. Planning, Monitoring and Evaluation Officer (1 position based in National Office)

The Planning, Monitoring and Evaluation Officer is working under the guidance and direct supervision of the PME Manager. S/he is responsible for Inclusion Program with frequently travel to the target areas which S/he works for. S/he will be responsible to provide the overall project management; technical support and direction to provincial offices, close cooperation with relevant departments and government bodies.

Major Responsibilities:

- Design and set up monitoring and evaluation system for Caritas Cambodia program;
- Provide consistent monitoring of projects to ensure donor accountability standard;
- Conduct continually monitoring effective use of resources through the project to ensure all grant requirements are adhered to and provide feedback to Provincial Offices as need;
- Develop M&E tools for program monitoring and reporting including developing criteria for measuring impact of programs;
- Conduct data collection of all project activities;
- Prepare report schedule to ensure draft reports from Provincial Offices are submitted within deadlines
- Review reports prepared by Provincial Offices (quarterly, semi-annual, annual).
- Provide technical support and training to project staff in implementation of M&E activities as appropriate.
- Participate in designing M&E plans with Provincial Offices and provide assistance in the creation, compilation and writing the operational plans and maintain M&E system.
- Lead in the development of grant proposals to major donors with the programs/projects managers and ensure proper data for proposal development;
- Coordinate the progress of program implementation process.

Qualifications:

- University degree in Development Studies, Social Science or other equivalent field
- At least 3-5 year experience in community development/social work or inclusion program
- Experience in coordination with government on inclusion program, education
- Experience in Planning, Monitoring and Evaluation, including development of M&E systems and tools, data entry formats, data analysis and reporting
- Demonstrated knowledge of qualitative and quantitative data collection methods
- Ability to collect data, analyze, prepare baseline survey questionnaire and report writing skill
- Good interpersonal and communication skills
- Computer proficiency (MSWord, Excel, Power Point, Internet, and E-mail) knowledge of computer programming, database and statistic is a plus
- Excellent written and spoken English and Khmer

3. Project Manager for Youth Development Program (1 position based in Kandal Province)

The Project Manager for Youth Development Program is a challenging and responsible position that oversees the provision of vocational training to young people at the centre. S/he has primary responsibility to ensure that all vocational trainings are provided at the centre. S/he monitors the provision of job training, pre-employment/work readiness skills, work-based learning opportunities, and other services for young people. S/he brings the team together to help young people set career goals, overcome personal, educational, and social barriers, provide supportive services, and ultimately help them be successful in the workplace.

Main Responsibilities:

- Overall project management and provide direction to project staff on proper project implementation to achieve the objectives as outlined in the strategic plan;
- Prepare project activity and budget plan, and conduct regular monitoring of project implementation activities;
- Train and supervise staff to meet program requirements and provide highest quality services to Youth Program;
- Provide overall management in the centre and motivate youths to take part in all project activities in line with project objectives;
- Provide technical support and direction in overall office management to ensure that Caritas properties and assets are secure;
- Write project report (monthly, quarterly, annually); regarding the implementation of the project and submit to National Office;
- Prepare case management report of target youths and submit to National Office;
- Write project proposal for fundraising in cooperation with National Office;
- Lead in identifying youths and conducting youth assessment to ensure that youths are selected in align with program focus and objective;
- Monitor progress of youth program components;
- Develop and maintain relationships with community partners to create network of supportive services needed for young people to be successful;
- Oversee and help coordinate marketing and outreach to ensure that enrollment goals are met;
- Help coordinate and/or facilitate appropriate training sessions, workshops, field trips, and recognition events for youth;
- Oversee and help develop a network of employers to provide a variety of subsidized work experience opportunities;
- Identify training needs of staff, and provide coaching to project staff to sharpen and improve their capacity to independently manage project activities;
- Conduct research of related project activities regarding the socio-economic, political, cultural, and educational, human rights, health situation, migration, human trafficking;
- Representative as technical in sharing project information, concerns, and lesson learned among networks and stakeholders;
- Maintain good relationship with the Cambodian government, NGOs, and other concerned agencies.

Qualifications:

- University degree in Education, Social Science or other equivalent field
- At least 3-5 years experiences in education or youth development; strong preference for candidates with demonstrated success in designing new youth programs, facilitating experiential curriculum and recruiting students from public high schools
- Knowledge and understanding of all or any of the following:
 - a. Knowledge on Anti-human trafficking and child protection
 - b. Knowledge on law and basic counseling
 - c. Knowledge on financial management
- Skills in building relationships with young people with an ability to both challenge and support them
- Knowledge and skills in Planning, Monitoring and Evaluation and Result Based Management.
- Analytical skills; victim identification and case management
- Skill in formation and strengthening of grass roots level people institution
- Supervising and guiding the team - Leadership quality
- Good communication 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
- Strong commitment and willing to work with poor and vulnerable youth and survivor from human trafficking

4. DRR Facilitator (1 position based in Kampong Chhnang Province)

The DRR Facilitator responsible for communicating, building trust and organizing community members, CCDM, VDMG, school and other agencies at the community level. S/he focuses on poorest of the poor and especially for the most vulnerable people who affected by disaster to involve them in the project implementation of activities that will create community self-reliance using Caritas model and approach.

Main Responsibilities:

- Facilitate formation of District Committee for Disaster Management (DCDM), Commune Committee for Disaster Management (CCDM), Village Disaster Management Group (VDMG), school directors, teachers and students and provide ongoing guidance, capacity building and coaching to them to ensure ownership and sustainability;
- Facilitate and provide technical assistance to DCDM, CCDM, VDMG, school directors, teachers and students on disaster risk management concept, climate change concept, Vulnerability Reduction Assessment (VRA) tool or Hazard vulnerability and Capacity Analysis (HVCA) tool;
- Prepare planning process and resource mobilizing with community and to link with key development actors at the ground for strengthening their sustainable;
- Promote mutual help and resource mobilizing activities of DCDM, CCDM, VDMG including community resources;
- Coordinate and facilitate the training on the appropriate disaster risk management concept, climate change concept for DCDM, CCDM, school directors, teachers and students;
- Provide technical assistance to CCDM and school to develop properly community DRR/CCA plan and School DRR/CCA plan by support technical from DRR/CCA expert and DRR/CCA Manager;
- 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 and school;
- 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 DRR/CCA expert and DRR/CCA Manager to development operation plan (quarterly, monthly) and writing monthly project activities;
- Prepare and write document modules and lesson of good practitioners;
- Provide good image of DCDM, CCDM, VDMG, school 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 network;

Qualifications:

- University degree in Agriculture, Rural Development or other equivalent field
- At least 2 years experiences working in community development and disaster risk management and climate change context in the rural area
- Analytical skills
- Interpersonal skills
- Proven facilitation and training skills
- Skill in formation and strengthening of grass roots level
- Willingness to work in rural area
- Commitment to the cause of the poor and marginalized
- Good interpersonal and communication skills
- English and computer skills are assets

Interested candidates are requested to submit Caritas Application Form and their updated CV together with a cover letter clearly states the position you are applying for 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 **21st April 2019 at 5:00pm**. Only shortlisted candidates will be contacted for an interview.

Applicants are requested to fill the APPLICATION FORM attached!

Kindly do not attach certificates!!!

Qualified women are strongly encouraged to apply.