

## **Job Announcement**

**Caritas Cambodia** is an International Non-governmental Organization has been working in eleven provinces of Battambang, Siem Reap, Kampong Thom, Kampong Chhnang, 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. Project Officer (1 position based in Kampong Chhnang Province)**

Under supervision of the Project Manager, S/he works in close coordination with hospital director, Health institutions and other relevant stakeholders in the districts to ensure implementation of the activities. S/he monitors and supervises the program and provides information to the Project Manager on the project progress and achievements. S/he maintains proper coordination and communication flow between Provincial and National Office. Ensure appropriate and relevant communication and coordination with PHD, RH, hospital, other local government institutions. Ensure that plan of action, implementation modalities etc. are in accordance with proposed plan. Supervise health staff and provide technical support.

#### **Main Responsibilities:**

- Implement project activities in the target hospital in line with program objective, approaches, and guidelines in coordination with Project Manager.
- Regular and periodic (weekly/ monthly/ quarterly) meets with hospital director and health staff to plan and monitor the service components on mother and child health.
- Coordinates daily operational management of hospital in collaboration with MCH, PHD, OD, and hospital.
- Maintaining good relationship with the Government Departments (e.g. DMHSA), INGOs, NGOs and other concerned agencies.
- Maintain communication and liaison with the National of Mother and Child Health Care Centre (NMCHC), provincial health department (PHD), Referral Hospital (RH), Operational Districts (OD) and relevant department in the line ministry (MoH).
- Maintain high degree of transparency and accountability in management of human, financial and material resources allocated for the purpose by Caritas Czech and Caritas Cambodia.
- Promote integration of cross-cutting themes of gender, right based, environment, and child protection through project management cycle.
- Participate in the staff meeting, Task Forces and other national events.

- Utilize needs assessment tools and outcome measurement techniques based on public health best practices to reduce maternal mortality.
- Coordinate and facilitate to conduct meeting/workshop/events as requested.
- Provide technical assistance and program planning for local and national coalition capacity building.
- Learn and maintain an awareness of issues and trends in MCH, public health research, health disparities, cultural competency and advocacy in order to contribute meaningfully to program development.
- Assist to prepare narrative planning and reporting (quarterly, six-month, annually, and completion) and submit to Project Manager as requested.
- Assist to prepare budget plan (quarterly, six-month, annually) and submit to Project Manager.
- Prepare supporting document for project implementation.
- Assist to prepare report to relevant government ministries where and when required.
- Assist Project Manager to develop necessary monitoring tools for program implementation.
- Monitor the progress of project implementation to ensure it is achieved based on timeframe, budgeting, and objective.
- Provide regular feedback to Project Manager.
- Assist Project Manager to prepare monitoring report.

**Qualifications:**

- Bachelor's degree in Public Health (or related field) is required, plus at least 3 years of professional experience in health, social, and/or community services
- A minimum 5 years of experience in implementing health programs/projects, coordination and monitoring, communication with line agencies, Governmental Health institution and NGOs/INGOs
- Good understanding of the Cambodia Health System and Hospital Management, and MCH service in hospital
- Obtain research background, documentary is required as well as experience in project management, developing relationships and mobilizing stakeholders, good collaboration with MoH/MCH Department, and coordinating advocacy efforts with energy and enthusiasm
- Ability to interpret and analyze data after conducting project monitoring & evaluation, good background related to health data collection, especially mother and child health care
- Excellent verbal, interpersonal and writing skills required with report writing experience desirable
- Must be highly organized, demonstrate leadership qualities and initiative, and able to operate independently in the field
- Strong interpersonal skills; facilitation, communication, coordination
- Flexibility or be able to work under pressure
- Available to travel to the province and committed to work for the poor in rural areas
- Computer literacy (Word, Excel, Power Point, Internet and E-mail)

## **2. Accountant and Administrator (1 position based in Kampong Chhnang Province)**

S/he will support Project Manager in recording and retrieving financial details of the project, including maintaining financial records, processing payments, fixed assets, office supplies, cash handing and ensure financial procedures follow Caritas policy.

### **Main Responsibilities:**

- Well understanding on Finance Policy and Personal Handbook and donor's agreement or requirement.
- Participate in developing budget proposal with cost efficiency.
- Check all the quarterly budget requests according to budget plan and submit to National Office for approval.
- Assist supervisor in conducting regular refresh / orientation on financial policy, Personal handbook at least twice a year and immediate sharing to staff for any update/change information on Caritas regulation.
- Assist supervisor in providing a brief orientation to new staff coming (except Manager) on the related policy such as Financial manual, and personal handbook.
- Maintain daily records/track of cash receipts and disbursements into system (cashbook/Peach tree or any application required) up to date and send to National office by Monthly.
- Handle petty cash properly and accuracy.
- Prepare/check of receipt, payment and general journal vouchers, and preparation of cheques based on the budget approved from Executive Director/supervisor and compliance to financial policy, supporting document guideline and donor's requirement.
- Check on the procurement Process on purchasing goods and service for project and verify case if there might have.
- Control organization income if have and send the report to national office by Monthly.
- Ensure all account receivables such as cash advance, cash settlement, staff loan and payables of the entire program are properly cleared and maintained.
- Prepare monthly staff salary.
- Conduct regular spot check/follow up on project implementation.
- Work in cooperation with Finance Officer at National Office and provide the assistance needed based on the policy and donor's requirement.
- Ensure all financial function in sub-office running smooth with effectiveness
- Ensure the financial documentation is properly storage and apply to policy.
- Ensure accountability, transparency, honesty and confidentiality within the program.
- Assist in daily secretariat work.
- Assist in translation administrative documents and letters as needed.
- Properly Maintain and up-to-date inventory list/fixed assets and organization assets and provide annual listing to National Office.
- Assist in Staff recruitment and procurement process (operation only) as requested by supervisor.
- Any other task may be delegated if necessary by line supervisor.

**Qualifications:**

- Bachelor degree in accounting or related field from an accredited university
- A minimum 3 years experience in different accounting, book keeping systems, financial management, and cash management, experience in health sector is a plus
- Experience in working with international NGOs or a company
- Good in spoken and written Khmer and English
- Knowledge of English language and Computer proficiency (Microsoft Office, Accounting Software “Peachtree accounting”)

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

**Major Responsibilities:**

- Facilitate formation of Village Development Association, Agriculture Cooperation, production groups and provide ongoing guidance, capacity building, and coaching to them 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

**[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 to Caritas Cambodia at #47, St. 198, Sangkat Boeung Pralith, Khan 7 Makara, Phnom Penh, Tel: 023 210 757 or Email: [recruitment@caritascambodia.org](mailto:recruitment@caritascambodia.org) by **7<sup>th</sup> 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.**