

MEMBERSHIP AND COMMUNICATION OFFICER NEEDED

NGO Education Partnership (NEP) is a membership organization that coordinates dialogue and cooperation among key stakeholders to improve the quality and accessibility of education in Cambodia.

Since 2002, NGO Education Partnership (NEP) has been a strong voice in education policy discourse in Cambodia by being a representative of Civil Society Organizations (CSOs) working in education sector in Cambodia. Over the years, even though the CSO landscape has changed a lot in Cambodia, NEPs representation and membership base has only grown in strength. At present NEP has a total of 152 member organizations, out of which 100 are local NGOs (LNGO) and 52 International NGOs (INGOs).

NEP in cooperation with Oxfam Ibis was granted by Education Out Loud (EOL) of the Global Partner for Education (GPE) to implement project “*strengthening the quality of education policy dialogue and delivery through CSO inclusion, participation, communication and capacitation*”. The project duration is 2 years from January 2020 – December 2021. The objectives of the action are to (1) improve the capacity for conducting policy analysis and ensuring accessibility to policy briefs, (2) strengthening CSO capacity on Policy Dialogue and Monitoring, and (3) Impactful, inclusive and influencing Policy, Planning & Review.

NEP is now looking for a Membership and Communication Officer (full-time) to be responsible for day to day planning, management and reporting. The post-holder is specifically responsible for careful implementation of the project in line with the grant agreement and for preparing report and documentation.

Responsibilities

- Facilitate to organise membership meetings, provincial Education Sector Working Group (P-ESWG), sub-sector group (SSG), including and take a lead role in organizing NEP’s AGM
- Lead the planning and organization of NEP’s online policy dialogue forum called “#EduNetTalks” in collaboration with other colleagues and members
- Organise training for members based on the needs analysis and provide evaluation of the impact of training
- Collect and share best practices regarding services and programmes amongst NEP members.
- Conduct an annual survey of members to gather feedback and generate realistic expectations for the subsequent year on NEP’s services
- Lead and provide technical support the development of P-ESWG and NEP members’ involvement in P-JTWG
- Keep track of the proceedings of P-ESWGs and SSGs in the NEP template and keep it updated.
- Develop, update and use adequate Knowledge Management templates and practices of various NEP and relevant information.
- Engage NEP members to actively participate in policy dialogue/discussion with MoEYS and development partners at national and sub-national level.
- Work with other NEP team to ensure smooth communication and information regarding sharing relevant Government policies and programmes, key information and opinions which help NEP represent in discussions with the line ministries and DPs, and can be used to for a wider communication of the organization.

- Enhance the membership and reach of NEP amongst NGOs working in education by at least 10% per annum.
- Promote involvement in NEP's activities such as workshops or consultative events amongst NEP's members
- Be innovative to connect adequate inputs and opportunities with the strategic focus of the organization.
- Other tasks as require by NEP.

Qualification Requirements

- Cambodian national with diploma in education management, public relation or any related field.
- At least 3 years work experience in education development program, community/organization engagement with humanitarian institution/organization.
- An ability to write and speak in Khmer fluently, and English to a high level
- Good organizational skills
- Experience of budget management
- Experience of monitoring and evaluating programmes/projects
- Experienced user of Word, Excel and PowerPoint, and Social Media
- An ability to build relations with NGOs, government officials and other partners
- Good ability to work in a team and with others
- Flexible and committed to social change with a learning attitude

Deadline of application

Interested candidate can send CV and Cover Letter to info@nepcambodia.org or deliver it to #110, St. 12BT, Sangkat Beung Tumpun, Khan Meanchey, Phnom Penh. Deadline for applications is 06th July 2020 at 5:00 pm.

Tel: 023 224 774 /078 224 775, Website: www.nepcambodia.org

Women are encouraged to apply. NEP is an equal opportunity employee.