

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, Mondulkiri, 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 candidate to fill the position of:

1. DRR/CCA Project Officer (1 Position based in National Office Phnom Penh)

The Disaster Management and Climate Change Adaptation Program aim to reduce the levels of morbidity, mortality and economic losses due to disaster events and ecological protection by providing assistance and education and empowering the capacities of vulnerable group and grass-root communities, local churches and partners to prevent, prepare for, respond and recover from the impact of natural hazards.

DRR/CCA Project Officer will work under the direct supervision of the DRR/CCA Program Manager of Caritas Cambodia and will report to him/her. S/he will be based in National Office Phnom Penh, with frequent travel to target areas. S/he will response on project implementation, follow up and reporting, cooperate with provincial project's staff to ensure the effective and efficiency of project implementation, assist project manager for project evaluation and proposal related to disaster risk reduction/ climate change and eco-tourism project.

Major Responsibilities:

- In collaboration with DRR/CCA technical staff and Manager to support project's staffs and community in facilitating trainings and workshops related to DRR/CCA and ecotourism concept.
- Assist DRR Manager to develop training manual on DRR/CCA and ecotourism concept and prepare training and workshop report.
- Conduct coaching to project's staffs and follow up related to the training topic provided.
- Manage and cooperate with finance officer to develop and review on budget plan and budget expend on related project.
- Prepare monthly case request for CCA project in national office.
- Assist for logistic arrangement and stock control for emergency project to ensure all documents in update.
- Assist for emergency response during emergency events.
- Manage for project implementation for DRR, CCA and ecotourism project.
- Assist DRR/CCA Manager to develop Monitoring tools.
- Manage M&E database system on related project of DRR/CCA program.
- Conduct timely monitoring the project to ensure the project implement in the right track.
- Provide monitoring feedback to project staff regularly.
- Facilitate and conduct project baseline and end line survey.
- Collect and prepare monthly planning from the regional program.
- Assist DRR/CCA Manager to prepare monthly report, quarterly, 6months and annual report.
- Assist DRR/CCA manager to develop project baseline and end line report.
- Assist the DRR team to prepare amendments, review the Action Plan and budget in consult with DRR manager.

- Coordinate and work closely with authorities, partners and other agencies in the area of DRR/CCA subject.
- Liaise with technical-level officials from the government assisting the government with regard to the project's advocacy agenda, in close consultation with the DRR Manager.
- Search for and read relevant background materials related to project documentation; case study and good practice.
- Assist to collect and filing all documents of CCA project to ensure all documents was keep and clearly.
- Any other responsibility will be given as and when need arise.

Qualifications:

- Bachelor degree or higher in development studies or related field
- Minimum 5years experiences in managing DRR/CCA/ecotourism and ecological protection Project
- Excellent writing and editing skills with special emphasis on clear, persuasive language
- Ability to work under tight deadlines and comfortable with fast-paced, deadline-driven tasks and assignments
- Comfortable working independently and pro-actively solving problems and seeking solutions
- Experience in program design, implementation, and evaluation
- Demonstrated skills in qualitative and quantitative research methods
- A high degree of flexibility, adaptability and creativity
- Excellent interpersonal skill, strong integrity and leadership quality
- Excellent written and spoken skills in English and Khmer
- Computer literacy (Word, Excel, Power Point, Internet and Email)
- Excellent communications skills in English and Khmer
- Commitment to Caritas Cambodia's Mission, Vision and Values
- Must have a strong confident and honesty and can work under pressure
- Be able to works independently and meet the deadlines

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 **4th November 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!!!
Women and disable people are strongly encouraged to apply.