

# VACANCY OPPORTUNITY

## EMERGENCY OPERATION CENTER (EOC) PROJECT COORDINATOR

PSI/CAMBODIA IS SEEKING A CAMBODIAN DYNAMIC CANDIDATE TO FILL THE POSITION OF: EMERGENCY OPERATION CENTER PROJECT COORDINATOR, 02 POSITIONS, BASED IN BATTAMBANG AND KAMPONG CHAM PROVINCE.

### JOB SUMMARY

The Project Coordinator is responsible for implementing project activities according to workplan and assisting EOC project manager and senior manager to achieve project goal and outcomes. He/she will facilitate in the ICT establishment and upgrading and ensure functioning of Emergency Operation Center infrastructures within Provincial Health Departments and Operational Districts in the target provinces. In collaboration with MoH CDC, the Coordinator will facilitate and conduct relevant trainings to deliver tailored training to strengthen skills and develop capacity of EOC staff and Rapid Response Teams (RRTs) at provincial and district levels. He/she will support in the expansion of DHIS2 resource mapping module rollout to target provinces and contribute to other EOC project initiatives at central level with the project manager and senior manager.

### DESIRED QUALIFICATION

- ▶ Bachelor's degree of information technology, statistics, public health or social sciences.
- ▶ At least three years working experiences in project management and planning, budgeting, capacity building including develop training curriculum and reporting
- ▶ Professional experiences in infectious disease management, emergency operations, or health security
- ▶ Prior experiences working in data management, statistics and data analysis tools in health sector will be an advantage
- ▶ Experiences working and coordinating with government

**DEADLINE OF SUBMISSION:** 09 August 2022

### HOW TO APPLY:

Interested candidates are requested to submit a [PSIC application form](#) along with curriculum vitae and cover letter with **your gross salary expectation** to: [hr@psi.org.kh](mailto:hr@psi.org.kh) (soft copy) or PSI/C HR Team; #160, Street 71, Sangkat Tonle Bassac, Khan Chamkarmorn, Phnom Penh (hard copy). Please reference the position applying to with Subject: **EOC Project Coordinator**. Only short-listed candidates will be contacted for interviews. Qualified female candidates are strongly encouraged to apply.

- authorities at national and sub-national level
- ▶ Excellent verbal communication and interpersonal skills
- ▶ Ability to negotiate and influence on partners
- ▶ Able to travel extensively across provinces
- ▶ Ability to establish harmonious working relationships as part of a team, adapt to diverse educational and cultural backgrounds, and maintain a high standard of personal conduct;
- ▶ Competency in English and Khmer (written and oral)
- ▶ Knowledge and experience in health information technology and/or the application of health information systems software and database management
- ▶ Proficiency in standard Microsoft Office programs
- ▶ High commitment, result driven, dynamic, resourceful, and persistent, be able to work under pressure and open to inputs for improvement.

**PERIOD OF CONTRACT:** Until June 2023

**REPORT TO:** Emergency Operation Center Project Manager

### SALARY & BENEFITS

- ▶ Competitive salary with other benefits including provident fund, 13th month bonus.
- ▶ Monthly medical allowance
- ▶ Child delivery allowance
- ▶ Health and life insurance for employees
- ▶ Health insurance for employee's families
- ▶ NSSF (both health and accident provided)
- ▶ Seniority payment for UDC/ severance pay for FDC as per the Labor Law in Cambodia
- ▶ Leaves entitlement as per labor laws of Cambodia
- ▶ Public holidays according to the notification of the Government.