

PROJECT COORDINATOR 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 Project Coordinator (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

- Implement the project activities based on the **project plans** to achieve the objectives set out in the grant agreement, including assigning tasks and activities within the staff team.
- Implement effective **monitoring and evaluation** systems to gather evidence of impact and grant agreement compliance and gather information from relevant key partners at national and sub-national level.
- Support the Project Leader in maintaining effective relations with the Oxfam Ibis including leading on **project reporting**.
- Follow up the key activities/policy papers in order to enable them to conduct advocacy.
- Organise effective **events, meetings and conferences** in line with the concept proposal to promote the programme and engage CSOs and other stakeholders in activities, including high profile national events and exchange visits.
- Work closely with the relevant key staff, develop strong innovative **communication activity** to promote the programme and engage stakeholders.
- Promote and provide the training and technical support to national and sub-national network organization on policy analysis, policy dialogue and advocacy to enable public service monitoring by CSOs and citizens.
- Oversee contracted **capacity building support to CSOs** to increase their ability to engage in research, advocacy and public service monitoring.
- In collaboration with key staff and partners develop relevant statement and policy brief in the field of education, and publish and promote the statements.
- Take the lead on coordinating sub-sector network and thematic networks of NGO members, including follow-up activity agreed by these networks.

- Maintain relationships with other NGOs and NGO networks working in the field of CSO capacity building, social accountability, and sub-national governance.
- Ensure efficient use of the grant and high-quality capacity development support to NEP and CSOs participating in the programme.
- Manage day-to-day spending and budget allocation within the project, and produce financial reports alongside the Finance and Administration Team.

Qualification Requirements

Education and Experience

- Master Degree in management or in other relevant subjects
- At least 3 years of progressive work experience with the INGO/LNGO especially experience with project implementation
- Experience in the field of education, civil society development, networking and research is a plus

Skills and abilities

- Strong and effective project planning, time management and reporting skills
- Budget planning and management skills
- Ability to produce high quality publications and reports
- Ability to work well in a team and with other NGO partners
- Computer literacy in Word, Excel, Power Point and other applications
- Good communication and interpersonal skills, including a good standard on spoken and written English
- Willing and able to travel regularly within Cambodia and internationally

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 06rd 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.