



Catholic Relief Services (CRS) was founded in 1943 by the United States Conference of Catholic Bishops to assist the poor and disadvantaged. CRS returned to Cambodia in 1991 and currently works in the sectors of Health and Inclusive Education, with approximately 15 local partners. A head office is located in Phnom Penh. CRS Cambodia is the hub office for Southeast Asia programming, including Myanmar, Vietnam and Laos.

By applying to this job, you as the applicant understands and acknowledges that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, the applicant understands that if s/he is a successful candidate, s/he will be subject to a comprehensive background check, and their personal/professional references will be asked to evaluate their behaviors related to the above safeguarding-related topics.

Job Announcement
Education Project Assistant (1 Position)
To be based in Phnom Penh.

Job Summary

Catholic Relief Services (CRS) was founded in 1943 by the United States Conference of Catholic Bishops to assist the poor and disadvantaged. CRS returned to Cambodia in 1991 and currently works in the sectors of Health and Education, with approximately 15 Partners. CRS head office is located in Phnom Penh. CRS Cambodia is the hub office for Southeast Asia programming, including Laos, Myanmar and Vietnam.

You will assist to implement the project name “Strengthening and scaling parent-led learning support for children with disabilities” by working closely with project staff and other key stakeholders including Provincial Office of Education (POE), District Office of Education (DOE), school administrators, teachers and parents of children with disabilities. Your task will also support the project team to implement project activities and events in support of Catholic Relief Services’ (CRS) work to serve the poor and vulnerable people.

Roles and Key Responsibilities:

- Under the guidance of Senior Education Project Officer, provide assistance and support the team to effectively deliver project activities
- Under the direction and guidance of the Senior Education Project Officer, provide administrative and logistical support to the implementation of project activities.
- Assist the project staff to contribute to the successful achievement of the planned activities including the organizations of trainings, meetings, workshops and field monitoring visit.
- Assist the project staff to ensure the delivery of the projects’ goal and objectives
- Draft letters or other documents in both Khmer and English.
- Document support and filing.
- Translate training resources and other project documents
- Provide assistance and support to the program staff when required.

Basic Qualifications

- Graduate or undergraduate, majoring in community development, social work and other relevant field
- Sound knowledge of and commitment to learn about of inclusive education for children with disabilities, play based learning activities and parent’s engagement to support the learning of children with disabilities
- Experience in community development and mobilization. Experience working in schools/with educational stakeholders
- Experience in organizing trainings, meeting is an asset
- Good computer skills in Word, Excel, Outlook and Khmer Unicode.

Details JD is available via www.bongthom.com/jobs

Interest candidate should submit their CV and covering letter on or before **30th September 2021** to CRS recruitment email: kh.recruitment@crs.org, or send to CRS Cambodia Office: Emerald Building # 64, Preah Norodom Blvd, Corner Street 178, Sangkat Cheychumneas, Khan Daun Penh, Phnom Penh, Cambodia.