

Job Title: Education Project Assistant) based in Phnom Penh	Reports to: Senior Education Project Officer
Business Title: Education Project Assistant	Salary Grade: 4

About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS’ relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

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.

Required Languages - Fluency in Khmer. Good English (speaking, reading and writing) is a plus.

Travel - willing and able to travel the field up to 30%

Knowledge, Skills and Abilities

- Good communications and interpersonal skills, including the ability to build and maintain relationships with people from diverse backgrounds
- Willing to learn about education programming and working for an NGO through performing this role

Agency-wide Competencies (for all CRS Staff)

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

Supervisory Responsibilities (if none, state none)

None

Key Working Relationships:

Internal

MEAL, Finance, Procurement, IT and HR Teams as relevant to project

External

Provincial Office of Education (POE)

District Office of Education (DOE)

School directors and teachers

Parents of Children with disabilities and community members.

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer