

# Project Officer-Education (PO-Edu)

## PURPOSE OF THE POSITION

Project Officer-Education is responsible for managing, coordinating and implementing ChildFund Cambodia's project funded by KOICA in Kratie province through close collaboration with provincial government and CSO partners, local authorities and community members. You will also ensure the implementation of the project to contribute towards the overall objective as stated in the education program description.

### KEY DUTIES

- Monitor project activities to ensure the project timeline, efficiency and quality from technical perspective; and take follow-up actions on identified issues, track and feedback to partners and management team;
- Provide supportive supervision and capacity building to partners and ensure partners strictly follow ChildFund Cambodia working principles, implementation plan and budget plan;
- Manage and monitor project budget plan and request for fund transfer submitted by partners;
- Establish and maintain a good and productive working relationship with partners government and NGOs at all levels;
- Provide comments to supervisor and Provincial Manager on the impact of the relevance plans, and achievements, including recommendations for project variance;
- As an Education sector focal person, file all relevant documents in safe and secure place for the audit purposes.
- Support the Program Team in the development of programs, project concept notes, proposals, guidelines, policies and strategies;
- Periodic data collection, case studies, engagement on base-line, management for the technical consultants in the projects with support from Project Manager and Education Specialist.
- Perform other duties as advised by line supervisor.

### QUALIFICATIONS & EXPERIENCE

- Bachelor degree in Education, social development or other related field;
- Solid experience in Education area providing support in term of Education technical inputs;
- Experience in project design, implementation, monitoring and learning experience, preferably in education project;
- Experience working with children, youths in rural community and government partners; and
- A highly self-motivated and committed person with a strong interest in learning.

### DESIRABLE

- Solid experience in Education;
- Teacher certification is a plus

*Remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and skills which will enable you to promote strong safeguarding practices, understand the child safeguarding policy and procedures, and conduct yourself in a manner consistent with the Child Safeguarding Policy."*

### SKILLS

Reliable, good planning, well-organized and systematic

Effective communication with a wide range of actors

Report writing, presentation skills, and ability to handle multiple tasks to meet deadlines

### CHILD FUND AUSTRALIA'S CORE COMPETENCIES

Commitment to ChildFund Australia's mission and vision, as well as our values: teamwork; effective communication; accountability and integrity; adaptability and flexibility.

**Department** : Program Department  
**Location** : Kratie Field Office (with possible job secondment to other target areas if needed)  
**Employment** : Full-time, fixed-term Employment Contract, with option to extend upon mutual agreement.  
**Reports to** : Project Manager  
**Supervising** : None  
**Other Information** : Applicants are required to abide by ChildFund Cambodia's **Child Protection Policy** and **Code of Conduct**.  
**Please apply at** : [careers@childfund.org.kh](mailto:careers@childfund.org.kh) or submit the CVs and Cover Letters to ChildFund Cambodia offices





## ORGANISATIONAL CONTEXT

**ChildFund Cambodia** is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 14 million children and their families in over 60 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began working in Cambodia in 2007, and works in partnership with children, their communities and local institutions to create lasting change, respond to humanitarian emergencies and promote children’s rights. Projects are implemented in the rural provinces of Svay Rieng, Kratie, Battambang, as well as urban Phnom Penh, focused on improving living standards for excluded or marginalised communities.

With a focus on child protection and resilience, quality education, sustainable livelihoods, improved local governance, child nutrition, water and sanitation, and youth empowerment, ChildFund Cambodia is also working to improve early grade reading performance through technology interventions, and strengthen national communitybased child protection mechanisms. ChildFund Cambodia implements its programs in collaboration with local civil society organisations, and in partnership with the relevant ministries and government departments, in the rural provinces of Svay Rieng, Kratie, and Battambang Provinces, as well as Phnom Penh where the majority of the population are vulnerable, often the excluded or marginalised sections of society.

## HOW WE VALUE YOUR CONTRIBUTION

### Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Besides your salary, you will be eligible for health allowance, 13<sup>th</sup> month salary, and provident fund.

### Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversation between yourself and your manager about maintaining work-life balance.

### Leave

You will have access to 18 days of paid annual leave, and 10 days sick leave. You are also entitled to paid official holiday following government regulation, paid parental leave, 4-months paid maternity leave, bereavement leave, and education leave.

### Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

**OUR VISION:** A global community, free from poverty, where children are protected and have the opportunity to reach their full potential.

**OUR MISSION:** We work in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children’s rights.

**At ChildFund Cambodia you will be contributing to every child being able to say: “I am safe. I am educated. I am heard. I have a future.”**