



## Job Announcement

**Caritas Cambodia** is an International Non-Governmental Organization has been working in sixteen provinces of Battambang, Siem Reap, Kampong Thom, Kandal, Takeo, Preah Vihear, Monduliri, Kratie, Stung Treng, Outdormean Chey, Kompong Cham, Kampong Chhnang, Pailen, Pursat, Rattanakiri provinces and Phnom Penh City in Integrated Community Development, Sustainable Agriculture, Community Health, HIV/AIDS, Prison, Prevention Eye Care, Community Based Disaster Preparedness, Emergency Response and Rehabilitation, Climate Change and Adaption, Right Based Approach, Advocacy, Gender & Anti-Trafficking, Vocational Skills Development for Youth Development, Friendly Vocational Skills Development for Young Women and Young Mother with Children, and Centre for Child and Adolescent Mental Health. Caritas Cambodia is currently seeking qualified and motivated National Candidates to fill in the below positions:

### **1. Program Coordinator (1 Position based in National Office Phnom Penh)**

The Program Coordinator is working under the guidance and direct supervision of the Assistant Director for Development. S/he is frequently travel to the target areas which S/he works for. S/he will be responsible to coordinate and provide the overall project management; technical support and direction to provincial program and close cooperation with finance department as well.

Implement community based activities in compliance with the aim and strategic objectives of Caritas-CCAMH Community based inclusive development (CBID) program using CBR as a strategy, to empower the community to promote child development, prevent disabilities, and improve the quality of life of children with neuro-psychiatric, developmental and mental health problems and their families in the community.

### **Major Responsibilities:**

- ✿ Manage and coordinate program with other relevant provincial offices and other shareholders to implement the project effectively and smoothly;
- ✿ Ensure program running smoothly in line with organisation policies and procedures;
- ✿ Write effective program reports and consolidate reports prepared by Provincial program (quarterly, semi-annual, annual);
- ✿ Lead in the development of grant proposals to major donors with the programs/projects managers and ensure proper data for proposal development;
- ✿ Coordinate the progress of program implementation process;
- ✿ Prepare report schedule to ensure draft reports from Provincial Offices are submitted within deadlines;
- ✿ Conduct mid-term review with stakeholders and provide feedback;
- ✿ Build partnership and networking with relevant ministries, INGOs/NGOs and stakeholders;
- ✿ Design and set up monitoring and evaluation system for program;
- ✿ Provide consistent monitoring of projects to ensure donor accountability standard;
- ✿ Conduct continually monitoring effective use of resources through the project to ensure all grant requirements are adhered to and provide feedback to Provincial Offices as need;
- ✿ Manage M&E system for program monitoring and reporting including developing criteria for measuring impact of programs;
- ✿ Participate in designing M&E plans with Provincial Offices and provide assistance in the creation, compilation and writing the operational plans and maintain M&E system;
- ✿ Provide technical support and training to project staff in implementation program management and M&E activities as appropriate.

### **Qualifications:**

- ✿ University degree in development studies, social science or related field
- ✿ Minimum 5 years experiences in community development/social work or inclusion program
- ✿ Experience in coordination with government on inclusion program, education
- ✿ Experience in Program Management, Planning, Reporting, Monitoring and Evaluation, including development of M&E systems and tools, data entry formats, data analysis and reporting
- ✿ Experience in survey, policy review of inclusion and disabilities
- ✿ Demonstrated knowledge of qualitative and quantitative data collection methods.
- ✿ Ability to collect data, analyze, prepare baseline survey questionnaire and report writing skill
- ✿ Strong ability in networking, lobbying, advocacy on inclusion and disabilities
- ✿ Good interpersonal and communication skills.
- ✿ Computer proficiency (MSWord, Excel, Power Point, Internet, and E-mail) knowledge of computer programming, database and statistic is a plus
- ✿ Excellent written and spoken English and Khmer.

### **2. M & E Officer for Education Program (1 Position based in National Office Phnom Penh)**

The M & E Officer on Education Program is working under the guidance and direct supervision of the Assistant Director for Development; S/he is frequently travel to the target areas which S/he works for. S/he will be responsible to provide the overall project management; technical support and direction to provincial offices and close cooperation with finance department as well. Education Program of Caritas Cambodia goal is aims on “marginalized, out of school children in Cambodia will have access to equitable, quality, and relevant primary education.” The project will be delivered across 3 axes: 1) equitable access, 2) quality and relevance, and 3) ownership and accountability.

### **Major Responsibilities:**

- ✿ Design and set up monitoring and evaluation system for Caritas Cambodia program.
- ✿ Provide consistent monitoring of projects to ensure donor accountability standard.
- ✿ Conduct continually monitoring effective use of resources through the project to ensure all grant requirements are adhered to and provide feedback to Provincial Offices as need.
- ✿ Develop M&E tools for program monitoring and reporting including developing criteria for measuring impact of programs.
- ✿ Conduct data collection of all project activities.
- ✿ Prepare report schedule to ensure draft reports from Provincial Offices are submitted within deadlines.
- ✿ Review reports prepared by Provincial Offices (quarterly, semi-annual, annual).
- ✿ Provide technical support and training to project staff in implementation of M&E activities as appropriate.
- ✿ Participate in designing M&E plans with Provincial Offices and provide assistance in the creation, compilation and writing the operational plans and maintain M&E system.
- ✿ Lead in the development of grant proposals to major donors with the programs/projects managers and ensure proper data for proposal development.

### **Qualifications:**

- ✿ University degree in development studies or related field
- ✿ At least 3-5 years experience in Education sector, community Development for improved livelihoods (food security, income generation, health, participation and empowerment) activities, preferably at management level.
- ✿ Experience in Planning, Monitoring and Evaluation, including development of M&E systems and tools, data entry formats, data analysis and reporting.
- ✿ Demonstrated knowledge of qualitative and quantitative data collection methods.
- ✿ Ability to collect data, analyze, prepare baseline survey questionnaire and reporting.
- ✿ Good interpersonal and communication skills.
- ✿ Computer proficiency (MSWord, Excel, Power Point, Internet, and E-mail) knowledge of computer programming, database and statistic is a plus.
- ✿ Excellent written and spoken English and Khmer.

### **3. M & E Officer for WASH & NUTRITION (1 Position based in National Office Phnom Penh)**

The M & E Officer for Wash & Nutrition is working under the guidance and direct supervision of Assistant Director for Development; S/he is frequently traveled to the target area which s/he works for. S/he will be responsible to provide the overall project management; technical support and direction to Provincial offices which related Wash & Nutrition Programs and close cooperation with finance department as well.

#### **Major Responsibilities:**

- ✿ Design and set up monitoring and evaluation system for Caritas Cambodia program;
- ✿ Provide consistent monitoring of projects to ensure donor accountability standard;
- ✿ Develop M & E tools for program monitoring and reporting;
- ✿ Analyze and Report on monitoring and Evaluation data and produce reports;
- ✿ Develop criteria for measuring impact of programs;
- ✿ Consolidate and providing M&E data collected by field offices;
- ✿ Produce overall reports; quarterly, mid-year and annual “long reports”, annual glossy “short report”, as well as developing new proposal required by Caritas Cambodia and donors;
- ✿ Lead in the preparation of grant proposals to major donors with the programs/projects managers with minimal editing form the supervisor;
- ✿ Follow up on report timeframes to ensure drafts/reports are submitted by the program/projects managers within the deadlines;
- ✿ Collect, update and maintain background information for proposal development;
- ✿ Review reports prepared by programs (quarterly, mid-year, annual and end of project report);

#### **Qualifications:**

- ✿ University degree majoring in Health, Social Science, Rural Development or other equivalent skills and knowledge gained through working with INGOs;
- ✿ 3 years experience in Health Sector for Community Health Care, Food Security, income generation, WASH and Nutrition, participation and empowerment) activities, preferably at management level.
- ✿ (food security, income generation, participation and empowerment) activities, preferably at management level;
- ✿ At least 3 years experience with project Planning, Monitoring and Evaluation, including development of M&E systems and tools, data entry formats, data analysis and reporting;
- ✿ Demonstrated knowledge of qualitative and quantitative data collection methods;
- ✿ Skill in collecting and analyzing based line survey questionnaire and analytical report;
- ✿ Good interpersonal and communication skills;
- ✿ Computer proficiency in Word, Excel, Power Point, Internet, Outlook, knowledge of computer programming, database and statistic;
- ✿ Experiences in editing case studies and articles;
- ✿ Excellent written and spoken English and Khmer;

### **4. M & E Officer for Integrated Community Development (1 Position based in National Office Phnom Penh)**

The M & E Officer for Integrated Community Development is working under the guidance and direct supervision of the Assistant Director for Development; S/he is frequently travel to the target areas which S/he works for. S/he will be responsible to provide the overall project management; technical support and direction to provincial offices and close cooperation with finance department as well.

#### **Major Responsibilities:**

- ✿ Design and set up monitoring and evaluation system for Caritas Cambodia program.
- ✿ Provide consistent monitoring of projects to ensure donor accountability standard.
- ✿ Conduct continually monitoring effective use of resources through the project to ensure all grant requirements are adhered to and provide feedback to Provincial Offices as need.
- ✿ Develop M&E tools for program monitoring and reporting including developing criteria for measuring impact of programs.
- ✿ Conduct data collection of all project activities.

- ☀ Prepare report schedule to ensure draft reports from Provincial Offices are submitted within deadlines.
- ☀ Review reports prepared by Provincial Offices (quarterly, semi-annual, annual).
- ☀ Provide technical support and training to project staff in implementation of M&E activities as appropriate.
- ☀ Participate in designing M&E plans with Provincial Offices and provide assistance in the creation, compilation and writing the operational plans and maintain M&E system.
- ☀ Lead in the development of grant proposals to major donors with the programs/projects managers and ensure proper data for proposal development.

## **5. M & E Officer for Anti Human Trafficking (1 Position based in National Office Phnom Penh)**

The M & E Officer for Anti Human Trafficking is working under the guidance and direct supervision of Assistant Director for Development. The M & E Officer for Anti Human Trafficking is primarily responsible for establishing and overseeing a functional M & E system for AHT Program of Caritas Cambodia. She/he is frequently travel to the target areas which She/he in charge. She/he will be responsible to provide the overall Project Management; technical support and direction as well.

### **Major Responsibilities:**

#### **❖ MEAL minimum standards**

- ☀ Work with program colleagues to ensure each project and award has in place the MEAL minimum standards defined by Caritas Cambodia and Partner/Donor.
- ☀ Together with the Program Manager, build the capacity of project staff members to be involved in data collection and general monitoring activities.
- ☀ Oversee and support ongoing data collection and collation, undertaking regular data quality checks.
- ☀ Review data on a monthly basis, working with program colleagues to prepare analyses of findings by project and award. This will include analysis of performance against targets agreed with donors, government, or internally.
- ☀ Make regular visits to project sites as part of monitoring activities.
- ☀ Ensure all data are stored and used in ways that comply with data protection policies and laws.

#### **❖ Reporting**

- ☀ Compile data and information for donor reports in a timely and accurate manner.
- ☀ Assist in the production of quarterly and annual reports as required by government partners and donors.
- ☀ Ensure data required for internal reporting is accurate and provided by agreed deadlines.
- ☀ Ensure data is available to share with survivors and other stakeholders, helping to ensure we are accountable to our clients.
- ☀ Provide regular project updates in suitable formats and respond to specific requests for project data

#### **❖ Evidence and Learning**

- ☀ Provide data as requested to support the development of concept notes and proposals.
- ☀ Support evaluation exercises with existing or additional data, as requested.

#### **❖ General**

- ☀ Promote Caritas Cambodia core values of Honoring, Openness, Professionalism and Empowerment across the organization and partners
- ☀ Undertake any other duties, as appropriate to the post, as delegated by supervisor line.
- ☀ Represent the organization in different review meeting, workshop and network meetings.
- ☀ Understand and uphold the standards outlined in the Caritas Safeguarding policies, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with our work and reporting concerns if they do arise.
- ☀ To carry out regular field monitoring of projects in charge and produce monitoring reports on the given format, conduct debrief sessions with relevant program staff and conduct both individual and focus group interviews in target areas of work.

- ☀ Develop M&E tools for program monitoring and reporting including developing criteria for measuring impact of programs.
- ☀ In coordination with the project manager, collect base line data in line with the objectives outlined in the proposal.
- ☀ Support the development of surveys for assessment & monitoring purposes.
- ☀ To assist in reviewing data bases and data tracking tools of diverse projects in order to maintain data quality for collating reliable and consistent data which meets minimum reporting requirements of donors and Caritas Cambodia
- ☀ Provide technical support and training in assessment & monitoring methodologies to project staff in implementation of MEAL activities as appropriate.
- ☀ Participate in designing MEAL plans with Project Manager, Case Manager and Social Worker and provide assistance in the creation, compilation and writing the operational plans and maintain MEAL system.
- ☀ Lead in the development of grant proposals to major donors with the programs/projects managers and ensure proper data for proposal development.
- ☀ Works under guiding from Supervisor line and Executive Director
- ☀ Submit planning and reporting to Supervisor line and Executive Director
- ☀ Full fill other works require by Supervisor line and Executive Director

#### ❖ **Key Result Areas**

- ☀ Data is accurate, relevant, and available on a timely basis.
- ☀ Projects and awards follow MEAL minimum standards and have developed the associated documentation.
- ☀ Reports are accurate, timely, and provide the information and analysis required.
- ☀ Survivors and other stakeholders have the information on our work to be able to hold us to account.

#### **Qualifications:**

- ☀ University degree in Statistics or development studies other Social Science-related fields.
- ☀ Understanding of and experience in the field of modern slavery and human trafficking is desirable.
- ☀ At least relevant 2 - 5 years' experience working in Monitoring, Evaluation, Accountability and Learning in INGO and rehabilitation service is a plus.
- ☀ Experience working with vulnerable, victims/survivors of human trafficking and their family
- ☀ Proven experience with following:
  - a. Conducting MEAL activities for training and workshops
  - b. Data collection through household visits, interview and FGDs
  - c. Data interpretation, Data Analysis, Data Representation and Reporting
- ☀ Experience in Planning, Monitoring and Evaluation, including development of MEAL systems
- ☀ Good interpersonal and communication skills
- ☀ Computer proficiency (MSWord, Excel, Power Point, Internet, and E-mail) knowledge of computer programming, database and statistic is a plus
- ☀ Proficient in report writing and documentation
- ☀ Excellent written and spoken English and Khmer

#### **6. Accountant and Administrator – (2 positions based Monduliri & Preah Vihear Provinces)**

Support Program Manager in recording and retrieving financial details of Caritas including maintaining financial records, processing payments, fixed assets, office supplies, cash handing and ensure financial procedures are in compliance with Caritas policy.

#### **Major Responsibilities:**

##### **Accountant works:**

- ☀ Ensure good communication and cooperation with teamwork.
- ☀ Assist to prepare list of assets, pay sheets, loans and advance.
- ☀ Assist to collect receipts and fill daily cash book.
- ☀ Assist to check vouchers, receipts/invoices and supporting documents.
- ☀ Involve in developing budget plan with regional staff as required.
- ☀ Understand and answerable about the budget use to the budget plan.

- ☀ To follow up account receivable and payable of the entire program may have.
- ☀ Play role as data entry of all transactions into Peachtree software.
- ☀ Make the payment after complete approval of Program Manager/Executive Director.
- ☀ Keep petty cash; maintain proper records and do weekly cash counting regularly.
- ☀ Conduct field visit to monitor the credit loan and prepare monthly credit report to Credit Dept.
- ☀ Follow up on staff loan regularly.
- ☀ Promote and ensure transparency, honesty and confidentiality within the program.

**Administrative works:**

- ☀ Assist in daily secretariat work.
- ☀ Assist in translation administrative documents and letters as needed.
- ☀ Assist in recruitment and procurement process as requested by supervisor.
- ☀ Any other task may be delegated if necessary by line supervisor.

**Qualifications:**

- ☀ A bachelor degree in accounting or related field from an accredited university
- ☀ At least 2 year experiences in different accounting, book keeping systems, financial management, and cash management
- ☀ Experience in working with international NGOs or a company
- ☀ Good in spoken and written Khmer and English
- ☀ Knowledge of English language and Computer proficiency (Microsoft Office, Accounting Software “Peachtree accounting”)

Interested candidates are requested to submit Caritas Application Form and their CV together with a cover letter clearly states the position you are applying for, at #416A, St.7E, Group 06, Phum Paprak Tbong, Sangkat Kakap, Khan Por Senchey, Phnom Penh Tel: 023 888 116/023 888 126 or Email:recruitment@caritascambodia.org by **17<sup>th</sup> January 2024 @5:00pm**. Only shortlisted candidates will be contacted for an interview.

**Applicants are requested to fill the APPLICATION FORM attached to the announcement  
Do not attach documents and certificates by e-mail.**

**The qualified candidates are encouraged to apply for.**