



### Job Description

<b>Job Title</b>	Research Project Officer
<b>Location</b>	Phnom Penh (with frequent visit to the fields)
<b>Schedule</b>	Full Time
<b>Start date</b>	As soon as possible in November 2018
<b>Reporting to</b>	Executive Director
<b>Application Deadline</b>	28 October, 2018
<b>Contract period</b>	November 2018 – March 2019 (possible renewal)

**Purpose:**

WPM is Cambodia’s leading organization working on issues of gender and peacebuilding. Originally starting up as a youth network among university students, WPM has grown significantly from its mission to support women victims of violence to now working at the forefront of action research, leadership, experiential learning and dialogue at all levels. WPM works at the local level with grassroots communities, at the national level with civil society and key actors, and at the regional level with other NGOs, universities and gender and peacebuilding networks in neighboring countries.

WPM is currently seeking a full-time short-term Research Project Officer to join our team. This position will support a gender sensitive mediation research project throughout its design and implementation process.

**a) Management/Operational Responsibilities**

- Support the research team to design the research project proposal and plan
- Ensure the effective and timely implementation of all research activities and field work in line with the research project plan
- Organise regular team meetings/updates to the research team
- Provide on-going analysis support after collecting the data from the field
- Involve in problem solving and consultation of emerging issues that project as well as the communities face
- Develop and maintain good relations with appropriate local authority and involved stakeholders to ensure the smooth implementation of the project

**b) Monitoring and Reporting Responsibilities**

- Regularly monitor project activities, ensuring that quality data is collected and relevant information for reporting analysed
- Ensure project reports are produced and submitted on time
- Be responsible for gathering and documentation of learnings from the project



c) Facilitation and Communication Responsibilities

- Contribute to problem solving and provide consultation on emerging issues that the project and communities might face
- Closely collaborate and facilitate links with the research team and other stakeholders
- Collaborate with responsible WPM staff to document and formulate creative and effective ways to present the project results to target audiences

The roles and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience and as assigned by the Executive Director.

**EXPERIENCE AND COMPETENCIES**

- Minimum Bachelor's Degree in related fields
- Understanding of gender context in Cambodia and gender sensitive mediation skills and knowledge
- Demonstrate passion and experience in working on gender issues in Cambodia
- Demonstrable skills and experience in research project implementation and management
- Initiative and ability to multitask, anticipate and prioritise without direct supervision
- Good reporting and writing skills
- Must be a team player with good interpersonal skills
- Ability and willingness to travel
- Excellent verbal and written communication skills in English and Khmer
- Competent in research analysis tools

**Application Information:**

Female candidate is highly encouraged to apply for this position. If interested, please submit your CV and a cover letter (indicating your expected salary) to [wpm@women-peacemakers.org](mailto:wpm@women-peacemakers.org) Note: Only applicants selected for interview will be contacted.