

Job Announcement

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 potential candidates to fill in the position below:

Project Coordinator for USAID funded CASWR project

Job Title	Project Coordinator
Location	Phnom Penh
Schedule	Full Time
Salary Range	
Direct supervisor	Executive Director
Application Deadline	25 October, 2018

This Project Coordinator position will effectively and efficiently coordinate a USAID funded project entitled “ *Collective Action to Support Women's Rights (CASWR)*”, which aims to mobilize women and youth at sub-national levels toward gender equality by increasing their political participation and leadership representation.

Roles and Responsibilities:

The Project Coordinator will work under direct supervision from the Executive Director and in close collaboration with the Program Manager of CASWR's Project in order to ensure that the project is implemented as planned. Below is the summary of key responsibilities:

- a) Management/Operational Responsibilities
- Ensure the effective and timely implementation of all activities in line with the strategic objectives, framework, work plan and within the budget approved
 - Organise regular team meetings to share information and lessons learned
 - Involved in problem solving and consultation of emerging issues that organization and communities face
 - Monitor and manage budget and expenditures
 - Manage 2 field facilitators

- Develop and maintain good relations with appropriate local government to ensure the smooth implementation of the project
- Build good coordination with other project partners team

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
- Assist the program manager to ensure that the project is well monitored when needed

c) Facilitation and Communication Responsibilities

- Identify areas of technical support needed for the project team and build the capacity of field facilitators as needed
- Contribute to problem solving and provide consultation on emerging issues that organization and communities might face
- Co-lead the development of capacity development training curricula, session planning and training manuals for project stakeholders
- Closely collaborate and facilitate links with co-implementing partners and other stakeholders
- Collaborate with Senior Communication Officer 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

- At least 3 years of experience in project coordination or management
- Minimum Bachelor's Degree in related fields
- Experience in training coordination, planning and facilitation
- Initiative and ability to multitask, anticipate and prioritise without direct supervision
- Basic financial management and understanding of budgets
- Good reporting and writing skills
- Understand basic M&E concepts, results framework (outputs, outcomes, impact, etc.) and data gathering
- Must be a team player with good interpersonal skills
- Ability and willingness to travel
- Be passionate about gender issues
- Understanding of gender equality and gender mainstreaming

- Experience in working with government ministries and CSO partners will be an asset
- Demonstrable skills and experience in project implementation, preferable having worked with NGO
- Excellent verbal and written communication skills in English and Khmer
- Competent in Microsoft Office

Application Information:

Interested candidate, please submit your CV and a cover letter (indicating your expected salary) to renate.t@women-peacemakers.org and copied wpm@women-peacemakers.org

Note: Only applicants selected for interview will be contacted.