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| **JOB TITLE: Senior Project Officer-** **Trans border Migration (SPO-TBM)** |
| **LINE MANAGER:** **Project Manager-** **Trans Border Migration (PM-TBM)** | **GRADE: D** |
| **BUDGET RESPONSIBILITY:** **Up to USD$15,000** | **WORK LOCATION:**  **Phnom Penh and frequently travel to provinces**  |
| **TEAM: Socially Marginalised Women** |
| **INTRODUCTION**CARE is an international development organisation fighting global poverty with a special focus on working with women and girls to bring sustainable changes to their communities. CARE aims to tackle the underlying causes of poverty and social injustice and to bring lasting change to the lives of poor and vulnerable people.Founded in 1945, today CARE works in over 90 countries around the globe. CARE has been working with Cambodians since 1973, with an office in Phnom Penh since 1991. Today, CARE focuses on empowering particularly marginalised and vulnerable women in Cambodia, including urban women who are marginalised by occupation, rural women who are denied multiple rights, and women and girls from ethnic minorities.CARE Cambodia’s socially marginalised Women (SMW) program works with women, their communities, their leaders and authorities to ensure women ethnic minority women have their rights respected, their identity valued and equitable access to livelihoods and skilled jobs.  |
| **PURPOSE OF THE POSITION**The Senior Project Officer (SPO) will be responsible for community development activities to address migration in Kompong Speau and Preah Sihanouk. The SPO will identify, train, strengthen and support key focal points and networks in designated districts and communes to raise awareness and provide referral on safe migration and anti-trafficking. Project Objective: Promote Protection of Migrant Workers and Prevention of Violence Against Women (VAW), Risky Migration and Trafficking. The project will target community members in districts in both provinces to ensure there is increased knowledge on safe migration and how to prevent trafficking through training of community based organisations (CBOs), focal points and/ or peer networks/groups, who in turn will raise awareness on safe migration and anti-trafficking. The project will work with Raks Thai in Thailand to support Cambodian migrants, community members in targeted provinces, districts and communes, who will be empowered to make informed migration choices and to report cases of trafficking. The project will enhance agency by building the knowledge-base and skills of the target groups to enable them to better identify and analyse migration opportunities, thereby enabling them to make informed decisions. CARE will train, coach and support the CBOs and peer networks/groups and will negotiate with the project partner Raks Thai to do the same in provinces in Thailand where Cambodians migrate. The project will take advantage of existing networks and complimentary projects (Gender Based Violence) to eensure a deeper and broader reach.This position is based in Phnom Penh with regular field visits to Kompong Speau and Preah Sihanouk and will be line managed by the Project Manager.  |
| **MAIN RESPONSIBILITIES****PARTNERSHIPS AND NETWORKING*** Engage, liaise and maintain relationships with International Non-Government Organisation (INGO) project partners, key national and sub-national relevant administration, departments/programs, other relevant stakeholders and core community representatives to ensure greater project by-in and ownership;
* Represent CARE at meetings with NGOs partners, district administrative, commune administrative school and community and develop professional networks amongst all stakeholders and and planning sessions;
* Organise relevant meetings/trainings with key professional networks amongst all stakeholders in the project;
* Provide clear explanations of the Project and CARE’s work in Cambodia to partners, communities and other stakeholders to build positive working relationships; and
* Coordinate and participate in meetings with partners, relevant stakeholders and core community representatives.

**PROJECT PLANNING AND IMPLEMENTATION*** Develop quarterly work plans that are aligned to the annual project work plans and budget in order to meet the project activity deadlines;
* Negotiate with ILO, IOM, the Mekong Migration Network and other INGO’s working of migration for materials, to participate in review and update existing water, sanitation and hygiene training curriculum on relevant materials and training aids;
* Identify and strengthening networking such as community based groups, and/or peer, networks/groups within targeted areas in Cambodia and Thailand\_have networking opportunities to exchange information and support each other
* Prepare additional information kits where gaps are identified;
* Prepare curriculum and provide training and coaching to community networks and authorities on safe migration, referral , and financial literacy to reduce unsafe and exploitive migration;
* Mapping the Participate in community mobilisation efforts;
* Organise and lead community meetings;
* Provide ongoing coaching and support to partners and network, CBO and/or working group;
* Provide technical advice based on knowledge, experience and analysis; and
* Provide financial and narrative reports, tracking all financial transactions by assigned activity on monthly and quarterly bases and contribute to the writing of donor reports;

**MONITORING EVALUATION AND LEARNING (MEL)*** Lead and coordinate evaluation and project data collection, analysis and reporting activities as required, including reviewing activities and evaluating their effectiveness;
* Conduct project monitoring during field visits and ensure timely submission of field reports to the line manager;
* Participate in data collection for project evaluations, research and case studies;
* Participate in quarterly, mid-term, and annual reflection workshops;
* Liaise with and regularly debrief with partners and communities to ensure quality trainings and processes are implemented according to deliverables;
* Document project activities, processes, emerging issues and lessons learned; and

**ADMINISTRATION*** Prepare field travel plans, per diem requests, and other logistics in a timely manner and in-line with project budget;
* Ensure that CARE financial, human resources, administrative, and procurement procedures and policies are followed;
* Maintain accurate and detailed files of project related documents;
* Ensure systematic filing system for documents in sequential order and all files are placed in a secure place (to avoid unauthorised access of documents).

**OTHER RESPONSIBILITIES*** To proactively participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities;
* Engage in emergency preparedness, assist in emergency response as required;
* Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives;
* Uphold and promote CARE’s commitment to Child Protection and the Protection from Sexual Harassment, Exploitation and Abuse; and
* Comply with CARE Cambodia’s Financial, Human Resources and Operational requirements, foster strong communication between operations and programs teams and uphold high standards of honesty and integrity in personal conduct.
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| **EXPERIENCE AND QUALIFICATIONS*** Minimum Bachelor Degree in a social science, community development, rural development and a minimum of 3 years relevant employment experience with an International or National Non-Government Organisation;
* Demonstrated understanding and experience on protection of migration worker, risky migration and trafficking cross border and prevention violence against women,
* Good understanding on gender equality and women’s empowerment, and gender based violence,
* Demonstrated experience in organising and managing community events, meetings, training and coaching;
* Extensive, effective community engagement experience;
* A willingness to learn about CARE, gender equality and women’s empowerment activities;
* Demonstrated experience in following standard policies, procedures and processes and ensure the implementation of basic standard transactions;
* Demonstrated good interpersonal skills, sound judgment, planning, problem solving, critical thinking and team building skills;
* Demonstrated organisational and time management skills and ability to work under pressure and to organise and manage workload to meet deadlines;
* Demonstrated characteristics in honesty, reliability, integrity with the ability to maintain confidentiality;
* Excellent communication skills in Khmer and very good oral and written English; and
* Very good skills in Microsoft Office

The successful applicant will be committed to gender equality and women’s empowerment, have a commitment to CARE’s approach and values including ethnic diversity and cultural sensitivity and willingness to learn about CARE’s gender equality and women’s empowerment activities. |
| **APPROVED BY:****Signature:****Date:** | **ACCEPTED BY:****Signature:****Date:** |