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| **JOB TITLE: Senior Project Officer- Garment Industry (SPO-GI)** |
| **LINE MANAGER:** **Senior Program Manager-Sexual Reproductive Maternal Health (SPM-SRMH)** | **GRADE: D** |
| **BUDGET RESPONSIBILITY:** **Up to USD$15,000** | **WORK LOCATION:** **Phnom Penh, Country Office** |
| **TEAM: Socially Marginalised Women (SMW)** |
| **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 works with Socially Marginalised Women (SMW), targeting rural to urban migrants and the poorest and most disadvantaged communities in rural Cambodia. This work includes improving household livelihoods, educating migrants on their rights, improving rural health care services, and empowering workers to protect themselves from harm.  |
| **PURPOSE OF THE POSITION**The Senior Project Officer- Garment Industry will project manage and report on Sewing for Brighter Future (SBF) project activities in nominated Levis garment factories and Healthy Food Healthy Workplace (HFHW) in nominated TCP garment factories. The SPO-GI will provide technical support into the overall program directionThis position is based in Phnom Penh with regular travel required to other sites. This position line manages Project Officer-Garment Industry and Training Officers. |
| **MAIN RESPONSIBILITIES****PARTNERSHIPS AND NETWORKING*** Organise relevant meetings/trainings with key professional networks amongst all stakeholders under this project;
* Engage, liaise and maintain relationships with International Non-Government Organisation (INGO) project partners, and other relevant stakeholders, representing CARE Cambodia at partner meetings and planning sessions;
* Engage and maintain relationships with Municipal Health Department, Ministry of Labor and Vocational Training, factory managers, PSL INGO partners and other relevant stakeholders, representing CARE Cambodia at partner meetings and planning sessions;
* Represent CARE at meetings with new factories to promote CARE’s garment factory programs and negotiate agreements;
* Participate in relevant meetings and develop professional networks amongst all stakeholders;
* 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.

**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;
* Provide training sessions and oversee the delivery of training by sub-grantees and local partners;
* Participate in proposal development processes by providing technical advice on SH, garment factories and sharing knowledge of existing projects;
* Provide ideas and actively contribute to the evolving direction of the Sexual Reproductive and Maternal Health(SRMH) and garment workers through provision of technical advice based on knowledge, experience and analysis, both at the program and project levels;
* Participate in negotiations with garment factory managers to define packages of SRMH education and health promotion to be delivered under the project;
* Produce written products to meet project activity goals, including the Sewing for Brighter Future training curriculum and approach based on agreements with factories, with guidance from the SRMNH Technical Adviser and with understanding the requirements of Levis.
* Provide accurate, timely and comprehensive reports to line manager ;
* Participate in broader impacts and innovation, through capturing lessons learned and building credible evidence of effective approaches, in particular across work in garment factories with CARE and with other key stakeholders;
* Organise and oversee all Strengthening Activity for Factory Educator (SAFE) working group meetings including logistics, minute taking and reporting to SAFE partners;
* 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 to a high standard;
* Articulate ideas and actively contribute to the evolving direction of the SRMHproject through provision of technical advice based on knowledge, experience and analysis;
* Provide ongoing coaching to partners and donors;  and
* Maintain relevant learning and research related to malaria activities.

 **MONITORING EVALUATION AND LEARNING*** 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 models and lessons learned; and
* Assist in the preparation of donors and other organisation reports and presentations.

 **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;
* Participate in regular team meetings; and
* 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 manage 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;
* Demonstrate an understanding of gender equality and women’s empowerment and a commitment to CARE’s approach and values including ethnic diversity and cultural sensitivity;
* 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 Public Health, Development, Sociology, Social Sciences, Education or Management or equivalent and/or minimum 3 years relevant work experience in Clinical, preferably with an International Non-Government Organisation (INGO) and/or private company;
* Good understanding of the health situation, government health services and their operation in Cambodia;
* Proven skills and experience in facilitating training and capacity-building, including an understanding of adult learning principles, development of Information Education and Communication (IEC) materials;
* Demonstrated experience in following standard policies, procedures and processes and ensure the implementation of basic standard transactions;
* A willingness to learn about CARE, gender equality and women’s empowerment activities;
* 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 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 in Microsoft Office with knowledge in Microsoft Word and Excel and intermediate numeric skills. Ability to develop or design advanced excel or other database programs is an advantage.
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| **APPROVED BY:****Date:****Signature:** | **ACCEPTED BY:****Date:****Signature:** |