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| **JOB TITLE: Senior Project Officer-WHYSTOP (SPO)** | |
| **LINE MANAGER:**  **Project Manager –** **Inclusive Education** | **GRADE: D** |
| **BUDGET RESPONSIBILITY:**  **Up to USD$75,000** | **WORK LOCATION:**  **Ratanak Kiri Province, Field Office** |
| **TEAM: Ethnic Minority Women (EMW)** | |
| **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 Ethnic Minority Women (EMW) program works with women, their communities, their leaders and authorities to ensure 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 provide training and support to teachers to improve the overall learning environment and increase the availability of life skills and STEM education options in the target schools . The SPO will deliver and coordinate workshops and training to the staff of the Provincial Office of Education (POE), Core Trainers of the District Offices of Education (DOE), School Directors (SD), School Support Committees (SSC) and teachers as well as undertake regular monitoring of project activities in the target schools.  This position is based in Ratanak Kiri Province with regular travel required to other sites. | |
| **MAIN RESPONSIBILITIES**  **PARTNERSHIPS AND NETWORKING**   * Organise relevant meeting/training with key professional networks amongst all stakeholders under this project; * Engage and maintain relationships with core trainers, DOEs, lower secondary school directors, teachers, community representatives, INGO partners and other relevant stakeholders, representing CARE Cambodia at partner meetings and planning sessions; * Represent CARE at meetings with new partners to promote CARE’s programs and negotiate agreements; * Participate in relevant meetings and develop professional networks amongst all stakeholders, whether in Cambodia or in the field; * 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 high quality Training of Trainers (ToT) for government officials (DOE Core Trainers) and   sexual harassment training and gender equality to teacher;   * Participate in the development of the concept note/term of reference of workshops/events; * Develop the test and survey to assess current attitudes of teachers and knowledge of proposed methodologies; * Monitor work progress through classroom observations, review of teacher logbooks, as well as midline and end line assessments; * Participate with target schools to operationalize introduction of life skills curricula that have been developed by Ministry but as not yet implemented; * Provide life skills instruction such as revitalized Student Councils through a combination of advocacy and capacity-building and work with target schools to choose existing life skills modules developed by the Ministry that are relevant to the local context; * Participate in promote a safe and secure work environment; fostering a safety and security culture and ensure compliance with CARE Cambodia safety and security policies and procedures; * Provide a comprehensive report and respond to PM-E; * Participate in broader impacts and innovation, through capturing lessons learned and building credible evidence of effective approaches, in particular across work with CARE and with other key stakeholders; * Provide ongoing coaching to partners and other stakeholders; * 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 Cummins project through provision of technical advice based on knowledge, experience and analysis; and * Maintain relevant learning and research related to life skill and 21st century skills.   **MONITORING EVALUATION AND LEARNING (MEL)**   * 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).   **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 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; * 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. | |
| **EXPERIENCE AND QUALIFICATIONS**   * Minimum Bachelor Degree in Teacher Training College, National Institute of Education or equivalent and/or minimum 3 years relevant work experience in Clinical, preferably with an International Non-Government Organisation (INGO) and/or private company; * 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; * Good understanding of education in Cambodia, particularly of policies, guidelines, curriculum, systems, teaching methodology and material and life skill modules of Ministry of Education Youth and Sport; * 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. | |
| **APPROVED BY:**  **Date:**  **Signature:** | **ACCEPTED BY:**  **Date:**  **Signature:** |