



Vacancy Announcement

Foundation for International Development/Relief (FIDR), a Japanese non-governmental humanitarian organization working for social development of Cambodia since 1992, announces a vacant position working for the **Kampong Leng Livelihood Improvement Project** based in Kampong Chhnang province. Only Cambodian nationals may apply for this position.

Project Summary Information

Name of Project: Kampong Leng Livelihood Improvement Project (KLIP)
Project Site: Kampong Leng District, Kampong Chhnang Province
Project Period: 1st April 2024 -31st March 2028
Overall Goal: The living condition of target people is improved on their own initiative.
Project Purpose: Target people's income, health condition and education are improved by promoting behavior change.
Project Outcomes:

- The income from agriculture and fishery products are increased.
- The behavior change of community people on health is improved.
- The poor children receive good education by continuing to high school level.
- The Nutrition of student and hygiene sanitation in school are improved.
- The community networking is promoted.

Position: **Project Facilitator**
Vacancy: One
Term of Contract: Annual, full-time
Base Location: **Kampong Chhnang city, Kampong Chhnang province**
Start Date: 01st April 2024
Salary range: USD 400 – USD 550

Major Responsibilities

- Facilitate meeting/workshop/training and monitor activity in field under supervision of Project Manager;
- Coordinate educational activities with counterparts (DoEYS, DoE and school principal) such as school gardening, nutrition education, study visit and support target school to maintain good sanitary condition;
- Facilitate scholarship program for poor students to continue to high school level;
- Produce project documents in English and/or Khmer such as official letters, reports, presentation and meeting minutes;
- Assist Project Manager in checking the budget plan and relevant contracts to ensure the appropriate use of funding;
- Translate relevant documents from English to Khmer and vice versa, and interpret for expatriates during meetings;
- Find solutions for various issues in cooperation with team members and counterparts;
- Build a good cooperation and understanding between FIDR and project counterparts as well as relevant agencies.

Requirements

- Kampong Chhnang residents are prioritized.
- Bachelor degree holder or equivalent on education or other majors related to social development.
- At least 2-year full-time work experience in organizations or companies excluding internship.
- Good interpersonal and communication skills.
- Computer literacy with competence in Word, Excel, Power Point, Zoom, and E-mail, etc.
- Creative and flexible thinking, and proactive attitude to experience new challenges.
- High commitment to work as NGO staff.

Closing date of application: 15th February (Thursday) 2024 at 5 pm

Please submit your documents below;

- CV with a cover letter, a recent head shot, and three professional references
(References from your most recent employment are appreciated)

FIDR Field Office in Kampong Chhnang province (Sovannphum hotel, National road No.5)

E-mail: reaksmeypochhama@fidr.org.kh or fidr@fidr.org.kh

Tel: 089 224 755/069 690 747

Website: www.fidr.or.jp/english/