

## Inclusive Education Project Officer

### Inclusive Education (IE)\_Cambodia\_Kampong Cham

Creation date/update [11/01/2023] and RRH validation date [25/01/2023]

#### Contextualization<sup>1</sup>

Reporting to the project manager, the **project officer** contributes to the implementation of the mandate and the ten-year strategy of Humanity & Inclusion in Cambodia. S/he contributes to the implementation of the inclusive education component, ensuring the optimal quality and impact of the component. This position is based in Kampong Cham working closely with the project manager and the MEAL team.

#### Missions / responsibilities<sup>2</sup>

##### Responsibility 1: Project development and implementation

- Contribute to planning and preparing workplan, tools, and materials to be implemented in target intervention areas;
- Ensure that activities are implemented and resources are correctly allocated as authorized by the project manager;
- Developing/updating the inclusive education training curriculum, tools, and IE materials;
- Conduct the awareness raising campaign among community members on inclusive education services for girls and boys with disabilities;
- Coordinate with the Ministry of Education Youths and Sport (MoEYS) to provide training to the provincial department of Education Youths and Sport, school directors, teachers, and other relevant stakeholders;
- Coordinate with the rehabilitation team to build the capacity of local DPO staff, parent groups, and Commune Council Women and Children (CCWC) on early childhood development, gender equity, and inclusive education;
- Implement the project activities effectively through holistic approach;
- Facilitate with local authorities and school directors/teachers to identify students with disabilities and refer them to receive appropriate services.

##### Responsibility 2: Monitoring and Evaluation

- Ensure regular reporting of activities, and contribute to the internal and external reporting as requested by the project manager;
- Contribute to project monitoring, keep tracking activity progress indicators, and expected outcomes;
- Contribute to project learning, project mid-term, and final project evaluation;
- Assist the project manager in conducting lesson-learned case studies and assessments of the project implementation;
- Contribute to design and implement baseline and endline surveys for inclusive education activities;
- Assist the project manager/technical staff to conduct field monitoring in target intervention areas;
- Ensure the appropriate data collection and management tools are in place and are used correctly on the inclusive education component;
- Collect and compile project-related data in the relevant database.

<sup>1</sup> Mandatory for all positions: Geographical and/or Operational Context

<sup>2</sup> To be completed only if: combined function descriptions for SS (e.g. specify the tasks/responsibilities that Mr X will carry out in the function of Accountant and Finance Officer) or technical specifications for an operational or technical position (e.g. Project Manager Atlas Logistics/Inclusion Specialist)

**Responsibility 3: Budget planning and management**

- Assist the project manager to develop the budget plan and monitor the budget expenditure;
- Ensure all expenses are in line with the activities plan and budget plan and get prior approval from the budget holder before each expense;
- Ensure compliance with HI financial regulations for project expenses.

**Responsibility 4: Stakeholders and Partnership**

- Liaisons with the ministry of education youths and sport, the provincial department of education, school directors, and teachers;
- Participate in inclusive education networking groups, and stakeholder meetings to contribute to the promotion of inclusive education implementation;
- Maintain relationships with local authorities, local partners, and relevant stakeholders;
- Contribute to HI's external influence by taking part in networks, when required;
- Communicate about the project to partners, authorities, and stakeholders when relevant.

**Responsibility 5: Reporting, administrative and logistics work**

- Reporting: monthly reports, project quality review reports, annual reports, and donor reports and submit to the project manager;
- Organize workshops, seminars, and meetings at both national and sub-national levels;
- Undertake for translation and interpretation for the project activities when required;
- Work closely with the logistics team to purchase materials, equipment; and services for the inclusive education component;
- Be responsible for administrative tasks for the inclusive education component.

**Responsibility 6: Strategy and Business Development**

- Regularly update the information related to inclusive education from both global and country contexts to the project team and project manager;
- Contribute to the development of new proposals for inclusive education.

**Other skills<sup>3</sup>****Requirements**

- Bachelor's degree of Education or a relevant field;
- At least 3 years working in inclusive education, disabilities, and education project;
- More than 3 years working in the community in children and education development;
- Good knowledge in disability and children development
- Good knowledge in project planning, implementation, and evaluation
- Good facilitation, training and coaching skills;
- Strong communication, community mobilization and professional experience in the inclusive education project;
- Good oral and written communication skills both Khmer and English language;
- Excellent organization, planning and analytical skills;
- Strong commitment and willing to work and traveling in the rural remote area;
- Be flexible and good team work;
- Good computer skills (Ms. Word, Excel, PowerPoint, Internet, email, Ms. TEAMS, Zoom);

***Handed over on  
Signatures employee and manager***

<sup>3</sup> To be completed only for profiles with a technical skill that does not appear in the function description