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Kampuchea Action to Promote Education (KAPE)

## Job Announcement for Education Access Officer for EQUAL-i3L Project

Kampuchea Action to Promote Education (KAPE), a local NGO based in Kampong Cham Province, is seeking a qualified National Candidate to fill the position of **Education Access Officer (EAO)**, based in Bar Kaev District, Ratanak Kiri Province. The position will support project activities in 45 schools—40 primary schools and 5 lower secondary schools, across three districts: Bar Kaev, Andoung Meas, and Ou Chum.

This role is part of the project supported by **Plan International Cambodia (PIC)**, titled “**Improving Lifelong Learning through Enhancing Quality Learning for Out-of-School Children (EQUAL-i3L)**.”

The Education Access Officer will support the Project Manager in ensuring that all project activities are implemented according to the approved work plan and project objectives. The EAO will work closely with the project team and relevant government counterparts to coordinate and implement all project components effectively.

### SPECIFIC TASKS

1. Support the implementation of the school mapping activity.
2. Train teachers and school directors to administer **Re-entry Courses, ALP, and remedial**.
3. Provide cash support to selected vulnerable students from the target schools.
4. Train teachers support students with special learning needs, with a focus on improving early-grade literacy and numeracy skills.
5. Conduct orientation sessions for adolescent girls and boys on sexual and reproductive health and rights.
6. Carry out school visits and classroom observations to provide targeted technical support and strengthen teaching practices.
7. Develop a monthly plan outlining technical support activities aimed at improving student proficiency in literacy and numeracy.
8. Facilitate cluster-level technical meetings in collaboration with District Technical Monitoring Teams (DTMTs).
9. Participate in program-wide meetings as requested by the Program Manager.
10. Organize outreach and awareness-raising activities in schools and communities.
11. Prepare activity work plans and budget plans in alignment with the project logframe.
12. Report any irregularities in project implementation to supervisors in a timely manner.
13. Submit regular reports and data to supervisors for monitoring and reporting purposes.
14. Work closely with the Quality and Governance Officer to ensure effective coordination and implementation.

### Requirements:

- Bachelor's degree or equivalent in Education (teachers are encouraged to apply).
- At least three years of experience working in the education sector.
- Experience working within the national education system.

- Ability to build and maintain effective working relationships with government counterparts.
- Previous experience in Child-Friendly School (CFS) interventions at primary and secondary levels.
- Proficiency in Microsoft Office applications, including Word and Excel.
- Ability to communicate in English is an advantage.

Previous experience with quality and governance-related school issues is an advantage

Women are strongly encouraged to apply. Hiring decisions will be made without prejudice to gender. KAPE is committed to child protection. We reserve the right to terminate the employment of staff should background checks reveal that children may be at risk.

The salary will range from **2,600,000Riel – 3,000,000Riel** (based on the previous background).

**Interested candidates should submit their CV (maximum 3 pages) and three (3) references, no later than 20<sup>th</sup> February 2026 at 5:00PM. Only short-listed candidates will be contacted for an interview at the KAPE Office in Kampong Cham or Bar Kaev Ratanak Kiri Province. Please label submissions as follows:**

**Attention: KAPE Main Office: Provincial Teacher Training College, Kampong Cham Town, Kampong Cham Province.**

To **Mr. Chhuon Saran** HR\ Admin Manager, Email: [saran@kapekh.org](mailto:saran@kapekh.org); Tel: 012 752 553

CC **Mr. Sless Tahieith**, Project Manager, Email: [tahieith@kapekh.org](mailto:tahieith@kapekh.org); Tel: 012 736 467