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Job Announcement Project Assistant Officer Based in Tboung Khmum and Kampong Cham Province

Kampuchea Action Promote Education, a local NGO based in Kampong Cham, seeks a qualified **National Candidate** as **Project Assistant Officer**, base in **Tboung Khmum and Kampong Cham Province**, activities in 55 schools, which **fund support by Kinchan Foundation** called Happy Cambodian Children Project (HCC).

The **Project Assistant Officer**, PAO is assigned to work based in Tboung Khmum and Kampong Cham Provinces with responding 3 districts includes Tboung Khmum, Dambae and Kampong Siem. The **Project Assistant Officer** is primarily responsible to assist Program Officers for implementing and achieving education quality of HCC project in Tboung Khmum Office. The **Project Assistant Officer**, have to facilitate and carryout some activities of 8 target schools, including data collection and assist to facilitate the training, meeting and other capacity building sessions, library facilitating activities, Life skills activities and processing. He/she will work closely with Literacy Coach and Contract Teachers in facilitating the project activities in terms of increasing the education quality to ensure the effectiveness of learning and teaching. He/she takes initiative and support team to collect data, document to improve educational quality of HCC interventions including assist to develop/innovate training contents, materials and adopt work approaches to meet with the needed and quality assurance; strengthen monitoring/supervision and improve capacity building of HCC project partners. He/she works to strengthen field facilitate and collaboration/interaction with education officials, partners, school administrators, teachers, students, Community and Local authority.

Main Duties:

- ❖ **Coordination and Communication**
 - ❖ **Technical Management**
 - ❖ **Monitoring and Evaluation**
 - ❖ **Reporting**
 - ❖ **Time and budget Management**
 - ❖ **Other Tasks**
1. Assist the team to orientate all of project activities and other forms to school principals, teachers, and other stakeholders.
 2. Provide technical support in term of education program and financial management, implementation and monitoring to school principals, teachers, and other relevant stakeholders.
 3. Assist POs to conduct/facilitate initial and refresher training, coaching, and mentoring on education to school principals, teachers and relevant stakeholders.
 4. To implement activities related to project team and ensure the program activities are timely complete with attention to quality assurance and cost-effectiveness.
 5. Participate and support the development of HCC Monthly activity appropriate to meet the goal and objectives of HCC/KAPE.
 6. To prepare monthly planning, cash forecast, and verify school grant expenses/fund disbursement by ensuring the fund deliver in accordance to budget approved plan, financial policy/procedures, and prevent collusion or malpractice of managing HCC fund.

7. Support and liaise with school principals, education officials at district and community level and relevant partners to carry out surveys/identify and propose site selection for implementing HCC project's initiatives.
8. Work with selected sites (schools) to develop and review their applications and ability to mobilize challenge grant and ensure they deliver on their portion of the challenge grant and on all terms of agreement with HCC/KAPE.
9. Make regular visits to project sites to discuss/meet with relevant stakeholders and monitor the projects' progresses and assess impacts, understand the challenges and needs of stakeholders.

Required qualifications include:

- Bachelor's Degree in a relevant field (e.g, education, development, or management) or equivalent
- At least 2 years of experience in teacher training and/or school development
- Ability to work in a team
- Ability to monitor project implementation based on indicators agreed with the donor.
- Good administrative skills for managing an education development project.
- Ability to work well with the government education system and school directors.

Salary Range: 1,600,000\$ - 1,720,000\$ based on candidate qualification.

This selection is encouraged for Women candidates and People with disabilities (but this position is required to field visit schools in Tbong Khmum and Kampong Cham provinces). Interested candidates should submit their cover letter and CV (maximum 3 or 4 pages) and three (3) references, no later than **23rd October 2023, at 5:00 PM**. Only short-listed candidates will be contacted for an interview at the **KAPE Office in Kampong Cham**. **Applicants** may submit cover letter and CV to: Mr. Chhuon Saran, HR Manager, e-mail: saran@kapekh.org and CC to Mr. Oeurn Bora, Project Manager, e-mail: bora@kapekh.org, and Mr. Mai Sarith, Project Coordinator, e-mail: Sarah@kapekh.org. **Subject: Applicant for as Project Assistant Officer, base in Tbong Khmum and Kampong Cham Province, KAPE Main Office in Kampong Cham.**