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**Kampuchea Action to Promote Education (KAPE)**

**Job Announcement for Project Manager Based in Kampong Cham**

**Kampuchea Action to Promote Education (KAPE)**, a local NGO based in Kampong Cham, seeks a **National Candidate** to fill the position of **Project Manager** to oversee the implementation of the **Local Life Skills Education Project (LLSE)**. This is a national project funded by UNICEF and implemented in close cooperation with the Ministry of Education, Youth, and Sport. The project has been awarded \$250,000 for a period of two years starting in July 2024 and ending in June 2026. LLSE will be implemented by KAPE, which is a well-established local NGO specializing in educational development with a portfolio of 21 on-going projects across Cambodia and an annual funding portfolio of about \$5 million. KAPE has been chosen as the partner agency of UNICEF to implement Phase 2 of LLSE, having completed Phase 1 earlier in 2024. Phase 1 implementation focused on baseline testing of primary and secondary school students in life skills, the development of an Implementation Training Manual for Life Skills (focusing on Problem-based Learning), and the compilation of a Life Skills Resource Guide. Phase 2 will build on these achievements with a further roll out of programming.

**Staff Location:** The position will be based in Kampong Cham Province or Phnom Penh, depending on the personal situation of the chosen candidate.

**The salary scale for this position will range from 4,000,000Riel to 4,800,000Riel/month based on previous background.** KAPE is an equal opportunity employer and encourages individuals of all backgrounds to apply including men, women, non-binary individuals, minorities, and the disabled.

**SPECIFIC TASKS**

1. Provide oversight of the implementation of the project including the completion of 10 deliverables.
2. Work closely with MoEYS counterparts in organizing workshops, meetings, and collaborative undertakings.
3. Maintain close communication with UNICEF who will have major technical inputs into the design of deliverables.
4. Work closely with a team of technical advisers who will be assigned to the completion of various deliverables, in collaboration with MoEYS selected focal points/Master trainers.
5. Organize periodic meetings with Ministry counterparts, through MoEYS LLSE Working Group, and other development partners to coordinate the roll-out of the LLSE Project, which is a national project supporting the MoEYS' Strategic National Plan.
6. Oversee the finances of the project and work closely with the KAPE Finance Department to ensure that the project complies with UNICEF financial rules and guidelines.
7. Develop quarterly and annual reports to the donor.
8. Attending meetings called by MoEYS and UNICEF to represent KAPE.

**Requirements:**

1. Master's Degree or equivalent in Education
2. Demonstrated knowledge of life skills education, especially as implemented in Cambodia
3. Ability to relate well to Government counterparts
4. Demonstrated ability to manage medium-sized projects
5. Strong understanding of and familiarity with the education system in Cambodia.
6. Fluency in English (including conversation, reading, and writing)
7. Strong report-writing ability
8. Strong coordination and management skills

Interested candidates should submit their CV (maximum 3 pages) and three (3) references, no later than **19 July 2024, at 5:00 PM**. Only short-listed candidates will be contacted for an interview at the KAPE Office in Kampong Cham. 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 **Ms. Paola Massa**, LLSE Adviser, [paolamassa@kapekh.org](mailto:paolamassa@kapekh.org)

KAPE is committed to the Prevention of Sexual Exploitation and Abuse (PSEA) and the Gender Equality, Disability, and Social Inclusion Policy (GEDSI) and Child Safeguarding Policy (CSP). We reserve the right to terminate employment of staff, should background checks reveal that children may be at risk.