



មជ្ឈមណ្ឌល ភីឌីភី PDP-Center

Job Opportunity

People Center for Development and Peace (PDP-Center) was established in November 20, 2004 by a former president of the Khmer Youth Association, the PDP-Center is a fully localized Cambodian NGO dedicated to the rule of law and democracy in Cambodia. PDP-Center has been actively engaged in advocacy efforts for better anti-corruption bill, alcohol policy and natural resources organizing many workshops and campaigns throughout the country.

Now we are recruiting one position to responsible for the project on “ Better Democracy for Community Development”. The project is to provide communities with the capacity to manage and access their own natural resources with use of their economic and civil rights.

Position: Project Officer

- Category: Project, Communications, Training / Workshops, advocacy
- Location: Phnom Penh
- Schedule: Full-time

Duties

- **Roles and Responsibilities:**
 - Oversee daily project implementation in according to set plan to ensure that all activities are implemented effectively and efficiently.
 - Manage financial process of the project according to PDP-Center's financial policies and procedures. This including providing accurate timely financial information and documentation for the operation of the projects to Admin/Finance Manager.
 - Writing project progress reports as required by donors.
 - Liaise and collaborating with NGO partners, government officials and other agencies to ensure strong networks and to exchange experiences in work implementation.
 - Report to Program Manager about progress and problems encountered during the implementation of projects activities.
 - Implement other tasks as assigned by the Preseident/Program Manger
 - Work closly with program manager, senior trainer to provide trainings to youth in school and in the community on advocacy, human rights, good governance, transparency and Natural Resource Management (NRM).
 - Being responsible for all communication and liaison with partners such as community level and to provide support to them as and when necessary.
 - Build youth networks to do activities for the sake of their communities.
 - Mentor youth group to initiate the project to implement by themselves.
 - Coordinate and collaborate with local authorities to implement the activities.

- Attend meeting with other stakeholders.

Requirements

- **Qualifications:**
 - Bachelor degree on Law social science or equivalent.
 - At least 3 years of working experience in project management in NGO or any development project and in the fields of policy advocacy, good governance, transparency and natural resources.
 - Demonstrate leadership, team building and interpersonal relationship skills.
 - Ability to work independently, with minimal supervision; self-started with strong initiative abilities.
 - Knowledge and understanding of research methodology.
 - Excellent skills in Microsoft Word, Excel and PowerPoint.
 - Excellent oral and written English and Khmer communication skills.
 - Ability to work effectively under pressure
 - Good knowledge on natural resource management, advocacy, good governance, advocacy and transparency.
 - Strong commitment to work in the communities.
 - Knowledge on report writing.
 - The Salary will be discussed.

Note: Youth and women are encouraged to apply

Interested and qualified candidates should send a detailed CV with a covering letter to PDP-Center address: # 69B, St.186, Sangkat Toek Laak III, Khan Toul Kork, Phnom Penh, Cambodia, or by email to **Mr. Suy Samoeun**: samoeun_suy@yahoo.com . Only short listed candidates will be invited for interview. Job opportunity Closing date for application: **Open until the position is recruited.**