

## **JOB OPPORTUNITY**

Phare Ponleu Selpak – meaning The Brightness of the Arts – is a Cambodian non-profit art school located in Battambang, empowering children, youth and communities through artistic, educational, social and community outreach programs since 1994.

We are now seeking a qualified Cambodian candidate to fill in the position of Project Coordinator to be based in Battambang province.

Job Title: Project Coordinator

Reports to: Student Social Support and Development Manager.

Employment type: Full-time, 40 hours/week

Location & Mobility: Based in Battambang, Cambodia. Occasional travel is expected to Phnom Penh and Siem Reap.

## **POSITION SUMMARY**

The Project Coordinator is responsible for coordinating the sponsorship project and Regional Campaign Against Corporal Punishment project for the Social Support Department within Phare Ponleu Selpak. This person will work closely with all Social Workers under supervision of Student Social Support and Development Manager.

### **Duties and Responsibilities:**

1. Assist with ensuring that PPS adheres to its vision, mission and values, in ensuring that each student receives support, care and education in a nurturing and positive environment.
2. Work with the Student Social Support and Development Manager to develop the annual work plan and budget for the Social Support Department.
3. Work with the Student Social Support and Development and all social workers to coordinate the data of students to develop clear statistics of the Social Support Department.
4. Make good collaboration with provincial department of education, youth and sport, provincial department of social affairs, veterans and youth rehabilitation, government officials, local authorities, and public-school teachers.
5. Coordinate public awareness on corporal punishment and positive discipline through theater and circus performances to government officials, local authorities, teachers, students and community peoples.
6. Coordinate/facilitate training/workshop on corporal punishment and positive discipline for parents, commune councils, village chiefs, commune councils, teachers and government officials.
7. Coordinate/facilitate training/workshop on the rights of the child for parents, commune councils, village chiefs, commune councils, teachers and government officials.
8. Coordinate/facilitate semester meetings make reflection of corporal punishment and positive discipline for parents, teachers, village chiefs, commune councils, & government officials,

9. Coordinate/facilitate training/workshop on corporal punishment and positive discipline, the rights of the child & child participation and leadership & advocacy with children & young adults.
10. Coordinate/facilitate children and young adults make public advocacy campaign on the positive discipline and child protection in communities.
11. Develop the monthly work plan and monthly report and share with Student Social Support and Development manager at end of the month.

### **General Administration**

1. Ensure minutes are written for all meetings within the Social Support Department and maintain in office.
2. Coordinate logistics for any workshops, trainings, community meetings.
3. Work with Student Social Support and Development manager to develop letter/form/permission/agreement formats which are easily accessible in both hard and soft copies.
4. Ensure that the social work office is maintained to a high standard and is clean and tidy at all times.
5. Share internal information to all Social Work staff by information board and email.
6. Translate document from Khmer to English and English to Khmer.

### **Sponsorship Program:**

1. Manage the case of sponsees, keep its in order and properly place.
2. Follow up/visit the sponsees and the family of sponsees regularly.
3. Conduct the family need assessments of sponsees and monitoring the situation of the sponsees.
4. Collaborate with finance department to provide the monthly cash transfer to sponsees.
5. Write case study of sponsees and share to social support team and communication department.
6. Organize the sponsorship committee meetings, whether regular or extraordinary. The agenda for each meeting is to be sent in one week prior to the meeting taking place.
7. Conduct semester parent of sponsees meeting to review and reflect the outcome/impact of sponsorship program.

### **Requirements**

- Degree in relevant field or equivalent.
- Minimum of 3 years project coordination experience.
- Experience in working with local authority.
- Previous experience in sponsorship, or child protection project desired.
- Project Management Skills
- Good communication and analytical skills
- Fluency in speaking and writing both Khmer and English required
- Strong organizational skills.
- Ability to determine priorities, be self-directed and work with minimal supervision.
- Proficient in a variety of computer applications.
- Strong budgetary skills
- Experience with developing and delivering trainings

- Ability to manage multiple deadlines and work under pressure
- Ability to travel to remote field sites, sometimes for extended periods
- Creative problem-solving skills.
- Strong leadership skills
- Adherence to the values and missions of Phare Ponleu Selpak.

Please submit your application with detailed CV and recent photo to PPSA through contacts below by  
6:00PM of June 15, 2021

Attention: HRM

Anhchanh village, Ochar commune, Battambang city, Battambang Province, Cambodia.

Or

[sareth.k@phareps.org](mailto:sareth.k@phareps.org)

Short-listed candidates only will be contacted for interview.

All successful candidates must comply with PPSA child protection policy & code of conduct.