



Khmer Association For Development Of Country-side Cambodia

## JOB ANNOUNCEMENT

### Description:

KAFDOC is a non-profit, non-political, and non-religious local organization that works with poor people around Cambodia, especially in rural areas. Supporting and working with community partners which work to glorify to the basic rights such as women rights, right to get food, right to have access to education and women leadership in order to guarantee to the community equality and fairness between men and women in order to get fair and good governance.

KAFDOC is now seeking a potential *candidate who is experienced in Child Friendly School Program as a Gender Responsiveness*, and Cambodian employee to fill the vacant position of “**Project Assistance**” for its Project on “Improving the Quality of Primary School Education”. The overall objective of this project is to contribute to the fulfillment of the rights and to improve future living perspectives for the children in the province of Kratie, Cambodia. The project has been implemented in ChetrBorei district within 11 target primary schools.

**Position:** Project Assistance

**Category:** Educate/Train/Teaching, gender responsiveness, Social work.

**Location:** Kratie province

**Schedule:** Full-time

### Duties

- Work mostly with female councilors, children councilors, and child clubs in each target school
- Manage all policies, regulations and procedures regarding gender aspect to ensure that all schools apply gender responsiveness to meet curricular and project activities
- Provide awareness to parents, school support committee (SSC), student councilors, and child clubs to ensure that all students are learning in excellent conditions, by conducting monthly meetings and quarterly meetings in villages
- Establish the schedule and procedures for the supervision of students, especially girls who are often absent
- Maintain accurate records of children placements in educational facilities
- Coordinate and incite all child representatives to participate in Commune Councils Monthly meeting and advocacy
- Communicate with SSC, teacher councilors, female councilors, parents of the children or project manager regarding the educational needs of each child
- Network with local authorities and line of DTMT, DOE, and POE.
- Monitor and evaluate the project when needed.

## Requirements

- Both man and woman can apply for this position, woman is encouraged.
- Minimum two years experience working with children and schools within private, state school, NGO, and particularly related to the work for Child Friendly School Program is recommended
- Experience teaching and training is an advantage
- Effective communication and strong motivation
- High commitment and passionate with KAFDOC's vision and mission
- Bachelor degree, pedagogical trained, and other relevant fields
- Good in spoken and written Khmer and English
- Computer skills: Ms.Word, Power Point, and internet

## Application Information

Interested applicants with the qualification required are invited to send/submit CV and Cover letter before 15<sup>th</sup> October, 2016, using the contact details below

## Closing Date

17<sup>th</sup> October, 2016

## Contact Details

Address: Orussey II village, Sangkat Orussey, Kratie city, Kratie province

Phone: 097 831 3752

Email: [bunsouham@kafdoc.org](mailto:bunsouham@kafdoc.org)