



# Job Vacancy Announcement

for Project Officers and Project Assistants position

With **MLUP Baitong**

## BongThom-ID

### Job Description

Mlup Baitong is a national NGO focusing on environment education and natural resource management. Currently, Mlup Baitang has offices in eight target provinces: Kampot, Kampong Speu, Kampong Chhnang, Pursat, Battamban, Kampong Thom, Kampong Cham and Stung Treng. Now Mlup Baitong is looking for staff full time hiring who will be working at the Kampong Thom and Kampong , Cham province.

- 1- One Project Officer (PO) who is directly responsible to the Program Manager (be based in the provinces.)
- 2- Three Project Assistants (PA) who is directly responsible to the Project Officer (be based in the provinces.)

### Positions

#### Project Officers

- **Category:** Agriculture, Community Development, Natural Resources & Environment, Business Administration
- **Location:** Kampong Thom and Kampong Cham province
- **Schedule:** Full-time

#### Project Assistants

- **Category:** Agriculture, Community Development, Natural Resources & Environment, Business Administration
- **Location:** Kampong Thom and Kampong Cham province
- **Schedule:** Full-time

### Job Location:

- **Kampong Thom and Kampong Cham province**

### Job Duties

### ~~~ Project Officers ~~~

- Prepare and develop annually, semester, quarterly, monthly work plan of the project
- Manage and implement the project activities and budget according to the project planning
- Facilitate in strengthening and building up the capacity of local community on related skills by cooperating with District Office of Agriculture (DoA), provincial relevant line departments and stakeholders
- Supervise Project Assistants or volunteers if any
- Conduct project monitoring and evaluation
- Write monthly activity report of the project to Program Manager
- Communicate with local authorities, stakeholders and communities in rural target areas
- Do some extra works as required by the organization

### ~~~ Project Assistants ~~~

- Assist Project Officer in preparing and developing annually, semester, quarterly, monthly work planning of the project
- Assist Project Officer in managing and implementing the project activities according to the project planning
- Assist Project Officer in facilitating the strengthening and building up the capacity of local community on related skills by cooperating with District Office of Agriculture (DoA), provincial relevant line departments and stakeholders
- Assist Project Officer in conducting project monitoring and evaluation
- Writing monthly activity report of the project to Project Officer
- Communicate and work closely with local authorities and communities in rural area

## Job Requirements

### ~~~ Project Officers ~~~

- Bachelor degree in related field (Agriculture/Rural Community Development/Environment/ Business Administration/Tourism/Forestry preferred)
- Good interpersonal skill and teambuilding ability, honestly, dependable and trustworthy
- At least 2 years work experiences with significant project management
- Ability to facilitate and conduct workshop/training/meeting with community
- Experiences in preparing monthly project implementing report
- Good written and spoken English and Khmer
- Computer literacy (Word, Excel, Power Point, Internet & E-mail)
- Willingness to work and stay in the rural area
- Knowledge of financial project management

### ~~~ Project Assistant ~~~

- Bachelor degree in related field (Agriculture/Rural Community Development/Environment/ Business Administration/ Tourism/ Forestry preferred)
- Good interpersonal skill and teambuilding ability, honestly, dependable and trustworthy
- Work experiences with significant project management and advocacy skill preferred
- Ability to facilitate and conduct workshop/training with community
- Ability to write minute, monthly report
- Good written and spoken English and Khmer
- Computer literacy (MS Word, Excel, Power Point)
- Willingness to work and stay in the rural area

- Knowledge of financial project management

## Application Information

**Women are strongly encouraged to apply.**

Salary: competitive salary based on qualifications and other benefits. Interested qualified candidates should be submit only a cover letter & CV with attached recent photo (4x 6), university transcript with 2-3 professional referees, please combine only one file and send as PDF file, do not later than 05:00pm, 04<sup>th</sup> September 2018 to Mlup Baitong office at the contact details below.

Only short-listed candidates will be contacted for interview.

### **Remark:**

**Applicant has to notify the position and target province on his/her application and envelop.**

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## Closing Date

04<sup>th</sup> September 2018

## Contact Details

**Address :** #194, Street 371, Boeng Tumpon, Meanchey, Phnom Penh

**Name :** Mlup Baitong Organisation

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**Facebook:** Mlup Baitong