



Job Vacancy Announcement

for Project Officers position

With Mlup Baitong

BongThom-ID

Job Description

Mlup Baitong is a national NGO focusing on environment education and natural resource management. Currently, Mlup Baitong has offices in several provinces including Kampong Thom and Kampong Cham. 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 Kampong Thom)

Positions

Project Officers

- **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

- 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

Job Requirements

- Bachelor degree in Agriculture or other related field

- 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

Application Information

Women are strongly encouraged to apply.

Salary: competitive salary based on qualifications and other benefits. Interested qualified candidates should submit **only a cover letter, CV with attached recent photo 4x 6**, university transcript with **2-3 professional referees** do not later than 05:00PM, **21st September 2020** to Mlup Baitong office at the contact details below.

Only short-listed candidates will be contacted for interview.

Closing Date

21st September 2020

Contact Details

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

Name : Mlup Baitong Organization

E-mail : assist.mlup@gmail.com; financemlup@online.com.kh; pmmlup@online.com.kh

Tel :

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