

Mlup Baitong is a national NGO focusing on environment education and natural resource management. Currently, Mlup Baitong has offices in 05 target provinces: Kampong Chhnang, Pursat, Battambang, Kampong Thom and Kampong Cham provinces . Mlup Baitong is looking for candidates who will have a variety of responsibilities as below.

Announcement Positions

1 Project Assistant (PA)

Assistant, Business Administration, Community Development, Resources & Environment, Tourism

- Location:Kampong Thom Province
- Schedule:Full-time
- Salary:N/A

This position is directly responsible to the Program Officer(PO).

Category: Food and Economic Security and Improvement of Environment and Livelihoods (FESIEL)

Duties

- 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 in strengthening and building up the capacity of concerned stakeholders on related skills
- 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

Requirements

- Bachelor degree in related field(Forestry/Agriculture/Tourism/Environment/Community Development/Business Administration 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

Interested qualified candidates should submit a motivation cover letter, CV with attached recent photo 4x6 by using the information provided in the contact details.

Salary: Competitive salary based on qualifications and other benefits.

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

Accept only PDF file (please combine into one PDF file)

Contact Details

Phnom Penh Address - #194, Street 371, Boeng Tumpun Sangkat, Mean Chey Khan, Phnom Penh Capital, Cambodia

Contact Name

Mlup Baitong Organization

E-mail : financemlup@online.com.kh; assist.mlup@gmail.com
Tel : 012-413-857/010-413 857/078 555 209
Website : www.mlup-baitong.org
Facebook : Mlup Baitong page