

Mlup Baitong is a national NGO focusing on environment education and natural resource management. Currently, Mlup Baitang 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 Officer (PO)

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*Agriculture, Community Development, Resources & Environment, Tourism*

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

This position is directly responsible to the Program Coordinator (PC).

Category: Sustaining Sustainable Community Environment and Livelihood Improvement (SSCELI)

#### 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 and authorities on related skills
- Supervise Project Assistants (if any)
- Conduct project monitoring and evaluation
- Write monthly activity report of the project to Program Coordinator (PC)
- Communicate with local authorities, stakeholders and communities in rural target areas
- Do some extra works as required by the organization

#### 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
- 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

### 1 Project Officer (PO)

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*Agriculture, Community Development, Resources & Environment, Tourism*

- Location:Kampong Chhnang Province, Battambang Province, Pursat Province
- Schedule:Part-time
- Salary:N/A

Location: Moveable 3 provinces which mentioned above.

This position is directly responsible to the Program Coordinator (PC).

Category: Sustaining Sustainable Community Environment and Livelihood Improvement (SSCELI)

Schedule: Part-time (support the establishment and development of Community Base Eco Tourism- CBET) in average 10 days per month.

### Duties

- Prepare and develop annually, semester, quarterly, monthly work plan of the project
- Manage and implement the Community Base Eco Tourism (CBET) project activities and budget according to the project planning
- Facilitate in strengthening and building up the capacity of Community Base Eco Tourism (CBET) Management Committee and members and authorities on related skills
- Supervise Project Assistants (if any)
- Conduct project monitoring and evaluation
- Write monthly activity report of the project to Program Coordinator (PC)
- Communicate with local authorities, stakeholders and communities in rural target areas
- Do some extra works as required by the organization

### Requirements

- Bachelor degree in Tourism management and related fields
- Good interpersonal skill and teambuilding ability, honestly, dependable and trustworthy
- At least 2 years work experiences with significant Tourism
- Ability to facilitate and conduct workshop/training/meeting with community
- Experiences in preparing monthly project implementing report
- Good at time management and passionate to travel
- 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

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

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