



Job Vacancy Announcement

for **Project Assistant**
position

With **MLUP Baitong**

Job Description

Mlup Baitong is a national NGO focusing on environment education and natural resource management. Currently, Mlup Baitong has its offices in 4 target provinces: Kampong Chhnang, Pursat, Battambang and Kampong Thom provinces.

Mlup Baitong is looking for a Project Assistant who will have a variety of responsibilities as below:

1 Project Assistant (PA), **Full time with one year contract** who is directly responsible to the Project Officer (PO) (be **based in Battambang province.**)

1. Positions

Project Assistant (PA)

- **Category/Project:** Sustaining Environment and Livelihood Improvement of Community (SELIC)
- **Location:** Battambang province
- **Schedule:** Full-time

Job Location:

- **Battambang province**

Job Duties

~~~ **Project Assistant** ~~~

- Participate in preparing and developing annually, semester, quarterly, monthly work plan of the project
- Assist in managing and implementing the project activities and budget according to the project planning
- Assist in facilitating, strengthening and building up the capacity of local community and authorities on related skills
- Assist in conducting project monitoring and evaluation
- Write monthly activity report of the project to Project Officer (PO)
- Assist in communicating with local authorities, stakeholders and communities in the target areas
- Do some extra works as required by the organization

## Job Requirements

### ~~~ Project Assistant ~~~

- *Diploma or vocational degree in related field* (Forestry/Agriculture/Tourism/ Environment/ Community Development/Business Administration preferred)
- Good interpersonal skill and teambuilding ability, honestly, dependable and trustworthy
- *Some work experiences* with project management (preferred)
- Ability to facilitate and conduct workshop/training/meeting with community
- Experiences in preparing monthly project implementing report (preferred)
- Good written and spoken Khmer
- Basic written and spoken English
- Basic computer literacy (Word, Excel, Power Point, Internet & E-mail)
- Basic knowledge of project financial management
- Willingness to work and stay in the rural area

### Application Information

Salary: competitive salary based on qualifications and other benefits. Interested qualified candidates should submit [motivation cover letter](#), [CV with attached recent photo 4x6](#), [schooling records](#).

**Remark: Applicant has to notify the position and target province on your application and on envelop.**

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

### Closing Date

**5<sup>th</sup> November 2021 (by latest 05:00pm)**

### Contact Details

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