

STAR KAMPUCHEA
Cambodian Non-profit Organization

Job Announcement

GBPS Program Officer

STAR Kampuchea is a Cambodian non-governmental organization established in 1997, working to promote human rights respect, democratic governance and sustainable natural resources management and social accountability of good governance for better public services. STAR Kampuchea has recently working with 4 provinces Svay Rieng, Kampong Chhnang, Pursat and Banteay Meanchey. STAR Kampuchea wishes to recruit **a qualified Cambodian candidate** to fulfill in the position of “**Program Officer**” who will work under Program of Good Governance for Better Public Service (GBPS) and will base in Svey Rieng province.

Salary: From USD700 to USD735 /month plus other benefits funded by the project
Working Place: Will base in Svey Rieng province and travel to Phnom Penh and other province

Responsibilities:

- ❖ Implement of Implementation Social Accountability Framework
- ❖ To Assist the GBPS Coordinator in implementing and coordinating the project of “CEMENT”, Financial for Development (F4D), and other project under GBPS.
- ❖ Provide technical supports to stakeholders as needed to ensure smooth coordination of program activity implementation
- ❖ Conduct training of trainers (TOT), Community Score Card (CSC), Project Orientation and annual reflection
- ❖ Organize communal campaigns and district level forums to promote local participation and accountability in development and natural resource governance
- ❖ Assist the organize Consultation with Ministry& network and Social Media
- ❖ Regularly follows up/backstop and monitors GBPS field activities of the program/projects in target areas
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- ❖ Prepare all activity reports in a timely and results-oriented manner to Program Coordinator.
- ❖ Collect, maintain and document and disseminate experience/lessons learnt from project/program implementation
- ❖ To write success case studies for annual report
- ❖ To undertake additional related duties as necessary

Requirements:

- ❖ Cambodian nationals with BA degree in public administration, social , law, political sciences, or equivalent with familiarity on Government's reform strategy, good governance, social accountability and national budgeting
- ❖ At least two years experiences with civil society organizations, preferably with Good Governance for Better Public Service and social support
- ❖ Substantial knowledge on implementation social accountability framework and advocacy strategies, preferably knowledge in peaceful building on national and grassroots level
- ❖ Knowledge of project management, Monitoring and Evaluation (M&E), and Result Based Monitoring (RBM) through quality and on time data entry for reporting.
- ❖ Ability and willing to work with community people, local authorities, and other stakeholders
- ❖ New initiative of civic engagement of project implementation for improving the quality service providing to citizens through better performance of public service.
- ❖ Excellent interpersonal communication and negotiation skills and team work
- ❖ Very good language skills in Khmer and English(oral and writing)
- ❖ Experience in using MS-Word , Excel PowerPoint , e-mail, Social Media

Qualified candidates are requested to submit CV with 4x4 photograph and cover letters to STAR Kampuchea's office at #71, St. 123/468, Sangkat Toul TumpongI ,Khan Chamcar Morn, Phnom Penh, Cambodia or via e-mail to star@starkampuchea.org.kh not later than **8th of December 2019 at 5:30 pm**. Only the short-listed candidates will be contacted for writing test and interview. Please note that all CVs will not be returned.