



## **Farmer and Nature Net Association (FNN) Announcement (Very Urgent)**

Farmer and Nature Net Association (FNN) is a national farmer organization that acts as an umbrella to represent and serve the interests of self-help and village based farmer associations, agricultural cooperatives, and provides technical assistances on capacity building, value chains, market linkages, agricultural techniques and networking. In general, the majority members of FNN are subsistence farmers, who are poor living in the rural communities.

With funding support from European Union through Dan Church Aid (DCA), FNN has been implementing the project namely "RECOVER: Rural Employment for COVID-19 Economic Recovery" from 01st January 2021 to 31st December 2023 and cover in five provinces including, Kampong Thom, Siem Reap, Battambang, Pursat and Kampong Chhnang provinces.

The overall objective of the project is to contribute to inclusive economic recovery in the Tonle Sap region by improving food security, income and employment opportunities for fishing and farming communities and returnee labor migrants by leveraging existing relationships with private sectors and local civil society partners to further strengthen value chains by linking producers, processors and buyers.

We are urgently looking for qualified and dynamic candidates to fill the positions as follow:

### **I. Project Manager (01 Position)**

- ◆ Station: Phnom Penh with frequently travel to target provinces
- ◆ Schedule: Full-time

### **Major responsibilities:**

- Overall responsibility for effective management and implementation of the project, planning, budgeting, monitoring/evaluation and knowledge management; reporting
- Project staff management, and including guide and steer project team, and internal resources
- Communication and report writing for project donor
- Managing project progress and adapt work as required
- Ensuring projects meet deadlines
- Building and maintaining good relationships with government agencies, key partners, private sectors, and other relevant stakeholders
- Designing and signing off on contracts
- Overseeing all incoming and outgoing project documentation and communication materials and documentaries
- Participating in tender process i.e. design, submission and review
- Designing risk mitigation plan
- Conducting project review and creating detailed reports for Executive Director and FNN management team
- Represent the FNN in the role of the employer for the project
- Reporting to Executive Director and FNN management team, and performing other tasks assigned by the FNN

### **Requirements:**

- Good background of Farmer Organization (FO) and agricultural value chain; agri-business and another related subject
- Minimum 5 years of experience in project management-development and support horticulture production, commercialization; food security, market value-chain development, and climate resilience/climate change
- Experienced in planning, monitoring, and evaluation of projects including documentation and case study preparation
- English proficiency, both written and spoken
- Experienced on proposal development and acquisition related works
- Experienced on ICT. Including digital application/devices
- Flexible, creative, analytical, problem/conflict-solving,

- Capacity to manage high stress situations
- Ability to multi-task and manage various project elements simultaneously
- Strong leadership skill, communicator, ability to guide and mentor
- Critical thinking and long vision

## **II. Project Officers – PO (05 Positions)**

- ◆ Station: Target provinces of project:
  - 02 Project Officers-PO based in Kampong Thom
  - 01 Project Officer-PO based in Siem Reap
  - 01 Project Officer-PO based in Kampong Chhnang
  - 01 Project Officer-PO based in Pursat (50% of work in Battambang province and 50% of work in Pursat province)
- ◆ Schedule: Full-time

### **Major responsibilities:**

- Report to Project Manager
- Provide direct capacity building and management support to agricultural cooperatives, farmer groups, farmers leaders.
- Conduct field mission and monitoring visit.
- Produce project financial report, advance request, for own responsible districts and provinces and make sure that all the transaction of expenses' items of the project is accurate, transparent, and in compliance with the FNN's financial policy
- Maintain and build good relationship with local stakeholders in own target districts and province.
- Create producer group (rice, chicken and vegetable)
- Facilitation to establish collective collection points for farmer products
- Select key farmer and farmer promoter for promoting the project
- Produce project progress report on monthly, quarter, semester and annual.
- Prepare project monthly, quarterly planning
- Work closely and build strong relationship with FNN Provincial Network Leader
- Prepare key indicator performance
- Perform other tasks assign by Project Manager and FNN

### **Requirements:**

- Bachelor's degree in agricultural, rural development or related subjects
- 3-5 Years' experience of working with/support to ACs, Farmer Groups, especially Farmer Producer Groups in rural communities
- Knowledge in local development
- Ability to work independently, with high motivation for delivering programmed to good standard under minimum supervision
- Good communication, facilitation, and negotiation skills,
- Fluency in Khmer and also good understanding, speaking, writing English is better
- Computer literacy especially on Microsoft Word, Power Point and Excel
- Willingness to work as good team and high commitment

## **III. Administrative Assistance (01 position):**

- Station: Office in Phnom Penh
- Schedule: Full-time

### **Major Responsibilities:**

- Answering and directing phone calls to relevant staffs
- Scheduling meetings and appointments

- Taking notes and minutes of meetings
- Ordering and taking stock of office supplies
- Being a focal point of contact for a range of staffs and external stakeholders
- Preparing documents for meetings and business trips
- Processing and directing mail and incoming packages or deliveries
- Greeting and directing visitors and new staff to the organization
- Writing and issuing emails to teams and departments on behalf of teams or senior staffs
- Researching and booking travel arrangements for staff members
- Finding ways to improve administrative processes
- Be ensure that the day to day office operation is running smoothly

**Requirement:**

- Bachelor degree in Business Administration, communication or other related fields
- At least 3 years of work experience in administration, preferable in the NGO sector
- Proficiency in MS Office, with exceptional knowledge of Excel and PowerPoint
- Working knowledge of Google Docs
- Knowledge of project and task management tools such as Basecamp, Trello and Smart sheet
- Strong ability to work independently and solve complex problems
- English and Khmer language proficiency
- Friendly, helpful, and warm attitude towards visitors and employees

**Any interested candidates please send CV, and cover letter to:**

1. Mr. Chhong Sophal via email [chongsophal@fnn-kh.org](mailto:chongsophal@fnn-kh.org),
2. Mrs. Kong Sokchhoin via email [infor.fnn@gmail.com](mailto:infor.fnn@gmail.com)  
Tel: +855 23 636 9990

Address: #28, Street 1007, Sangkat Phnom Penh Thmey, Khan Sen Sok, Phnom Penh, Cambodia

Deadline of application: **20 January, 2021, by 17:00 PM**

Only short list candidates will contact for Interview. Women are encouraged to apply.