

JOB ANNOUNCEMENT

CamboDHRRA is one of the national network platforms that mobilizes agriculture-related institutions and people to work together to improve agriculture production and market linkages that benefit farmers and their communities. CamboDHRRA initiated since 18 March 2019 by group of institutions who are working on agriculture and rural development supported. CamboDHRRA official registered at Ministry of Interior on 28 May 2020 with 21 multi-sector institutions including 4 National Farmer Organizations, 12 National/International Non-Government Organizations and 5 private companies.

Our vision is that Cambodian farmers enjoy a high quality of life and live with dignity.

Our mission: CamboDHRRA supports technical, agri-business, and organizational capacity development; mobilizes resources; facilitates an enabling environment for farmer organizations; strengthens the agriculture value chain, and sustainably increases farmers' incomes.

We are seeking qualified candidate to fill the position of **Program Officer** based in Phnom Penh and frequently travel to provinces.

KEY RESPONSIBILITIES

With direct supervision from the Secretary General (SecGen), the Program Officer will work in coordination with the program team as well as across program within the association. Program Officer will oversee the program implementation to ensure that the program is implemented as planned. The summaries of key responsibilities below are:

a). Management/Operational Responsibilities

- Ensure the effective and timely implementation of all project activities in line with the strategic objectives, framework, and work plan and within the budget approved.
- Ensure that activity plan together with budget plan and activity reports are well prepared (monthly, quarterly and annually) and produce on time.
- Involved with the program team in problem solving and consultation of emerging issues that organization and communities face.
- Participation in resources mobilization for the association.

b) Monitoring and Reporting Responsibilities

- Keep monitor the implementation of activities against budget lines to ensure project objectives/indicators are met and aligned with donor requirements.
- Ensuring that quality data is collected and relevant information for reporting analyses.
- Report and work with program team to take timely action in accordance to the data from the monitoring of the project implementation.
- Be responsible for knowledge management of the association.
- Assist any project visits when needed.

c) Facilitation and Communication Responsibilities

- Assist SecGen in organizing and providing the capacity development activities including co-facilitating the trainings, workshops, network meeting, core group meeting and other coaching.
- Develop and maintain good relations with government agencies, partners, specialized core groups and stakeholders to ensure the smooth operation of the association.
- Arrange/appointment for meeting with members of CamboDHRRA when required.

d) Program implementation

- Organize meetings or workshops under program of CamboDHRRA.
- Organize campaigns to promote youth and gender in Responsible Agriculture Investment (RAI).
- Conduct any research or studies such as baseline survey, mid-term review and end-line evaluation.
- Regulate update SecGen on program progress and challenges and be actively involved in findings resolutions of issues to ensure the best use of resources and achievement of program outcomes.
- Ensure program activities, progress, challenges and outcomes are accurately recorded and consolidated.
- In close coordination with SecGen, organizes partnership activities and pursues collaborative work with local and international partners based in the country.
- To carry out other duties appropriate to this post as requested by the SecGen.

REQUIREMENT

- Proven experience as a Program Officer or other managerial position.
- At least 5 years of experience in project coordination or management.
- Experience in facilitating trainings, workshops, and meeting.
- Experience in conducting campaign (both offline and online).
- Outstanding leadership and organizational skills
- Thorough understanding of project/program management techniques and methods.
- Good Knowledge of performance evaluation and change management principles
- Good reporting and writing skills both Khmer and English).
- Must be a team player with good interpersonal and communication skills.
- Good knowledge of MS Office; working knowledge of program/project management software is a strong advantage
- Ability and willingness to travel to target area.
- Master or Bachelor degree in agriculture and rural development, agri-business/agro industry, or relevant fields.

Interested candidates please send CV and cover letter to:

cambodhrrainfo@gmail.com or himnoeun@gmail.com

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

Deadline of application: **21 June, 2021, by 17:00 PM**

Only short list candidates will contact for Interview.