



Bandos Komar Association
JOB DESCRIPTION

Position Title: Project Officer (PO) **Grade:** 4
Location: Siem Reap Province and Rattanakiri (Field Based)
Department: Program, Project: Skill for Success (S4S)
Report To: Project Manager (PM)

PURPOSE OF POSITION

- To assist the Project Manager (PM) to manage, collaboration, and implement / follow up / monitor of O project, through the use of participatory approach/processes in his/her assigned sites, and to ensure all project activities run smoothly, and high achieving results (efficiencies and effectiveness)
- To assist Project manager (PM) to maintain and establish the collaboration with Local Authorities, DoEYS/DTMT, SDs, and relevant stakeholders (Regional Tanning Center and Provincial Training Center, CCs, teachers, SDs, Child Council/youth clubs, DoE/DTMT, etc.,)
- To assist PM in providing coordination and technical support to skill for success (S4S) project activities in Siem Reap province.

FUNCTIONS and TASKS

Jobholder Plan:

- Plan for action to be taken to address identified issues.
- Individual Training and Development plan.
- Annual, quarterly and monthly detail work plan for implanting.
- Identify youth for S4S project
- Plan to promote S4S among the community and teachers
- Capability building in the community to ensure THE complete the S4S models
- Annual operational plans based on approval proposals

Outputs and deliverable:

1. Project planning, implementation and monitoring and evaluation:

- Assist PM to provide the project orientation to communities / schools / SSCs and other relevant actors
- Participation in strategic and programs/project development, especially provide input / data and information relevancies.
- Manage the THE project within her/his target area assigned to make sure the project well function and achieved the target results.
- Collaborate with concerning local authority, and concerning stakeholders to identify out of school children (THE) and children at risk at drop out from school and then facilitate to conduct remedial class, re-entry class and scholarship provision and others related activities to maintain those children schooling regularly,
- Regularly collected and recoded keeping/data entry into system for all concerning project data related,
- Facilitate TVET/ DoEYS/DTMT, SDs, SSCs, teachers, community/local authority and other concerning stakeholders to organize the any events related education sector (enrolment campaign, THE awareness raising, value education, literacy day...etc.) in concerning community/schools.

- Engage commune councilors to support TVET program implementation
 - Facilitates communities, TVET/RTC/PTC in writing requests/proposals and implement it in effectively manner.
 - Draft annual, quarterly, monthly work plans and narrative report based on BK/donor format and update together with other staff.
 - Facilitate community and concerning stakeholders to collection the concerning information/data by using the participation approach and make a document of those data are collected and submit to line manager on timely manner,
 - Facilitate community and concerning stakeholders to priorities their needs/issues and to submit to line manager on timely manner,
 - Facilitates in BK team and stakeholder for clear monitoring document, and ensure all those plans and M&E tools are functioned.
 - Facilitate and empower community and concerning stakeholders to implement the project activities, monitoring and engage them to get involved in the project evaluation,
- 2. Establish the collaboration/relationship with local authority and concerning stakeholders:**
- Work with RTC/PTC for exposure visits to other enterprises/employers with exemplary youth-friendly, gender-responsive workplaces
 - Build close relationships and actively learnt within partner communities, through home visits, school visits, staying overnight in community, attending community social events, etc.
 - Provide orientation of the project to the community on S4S project so that youth have access to life skill learning or back to school.,
 - Actively network with other stakeholders, and facilitate the communities to network, for advocacy, resource mobilization and project implementation,
 - Close communicate and encourage DTMT/DoEYS, CCs and community to seek support from them for supporting to the project and encourage them to get more accountable on the project,
 - Establish the good collaboration/relationship with Plan's PU staffs, especially CDOs for integration project activities if any,
- 3. Capacity building to community:**
- Coordinate/facilitate community, SSCs, children council/youth club, teachers to identify their training need and prioritize,
 - Facilitate and make a series on capacity building to above concerning people/groups, through collaboration with technical staff and other concerning actors,
 - Actively participate with the team in its region and other areas and including providing feedback, reflection and learning from each other.
- 4. Learning within community/school:**
- Facilitate community/teachers/SDs/SSCs to define the process/mode of monitors and indicators for learning from each other and encourage them to monitor the project activities at the ground,
 - Facilitate community, SSCs, SDs, CCs/Youth Club, teachers, etc., to collecting and analyzing the information and priority the needs/issues and then try to make the solution with community/teachers/SDs/SSCs and seek support from the project if any related,
 - Facilitate and motivate community to share their knowledge and experiences that have been done in the previously.
- 5. Child Protection Deliverable Outputs:**
- Inform children, parents and communities on a regular basis about child protection (CP).
 - Inform children, parents and communities on a regular basis about CP risks related to visitors including Bandos Komar's zero tolerance policy towards unannounced visits.

- Ensure all information about children is kept and disposed of safely in accordance with Bandos Komar CP procedures and Plan's child protection policy

6. Other duties:

- All tasks/activities that line manager required to do

LEVEL/SCOPE OF DUTIES:

The post holder oversees:

- The project planning, implementing, monitoring and evaluation of all project activities within site assigned target areas.
- All target primary schools of THE project within his/her site assigned are well functioning and those school has capability to manage, implement and sustain their own development project.
- All programs/projects requirements are aligned with Bandos Komar approach and donor requirement.
- Ensure programs/projects/activities are implemented as planned and the reporting requirements adhere to Bandos Komar's standards/ procedures/policies.

Team/posts report into the post holder:

- none (But need to collect and consolidate info/data are related to the project from the target schools, community and concerning stakeholders within his/her site assigned)

The primary linkages for this post:

- Project Manager (PM)
- Technical Support Staffs
- And admin persons and other project officers (POs) colleagues
- Partners, local government, children, families, leaders, groups, and institutes/organizations etc.

REQUIREMENT:

Leadership Behaviors:

- Good communication, negotiation, facilitation skills, and management,
- Able to represent Bandos Komar in various community levels.
- A good advocate of child's rights
- Resourceful and is able to link the community with other resources
- Promotes innovation and learning. Is able to think of new program concepts that address the needs of the community
- Culturally sensitive

Skills specific to the post:

- Communication and negotiation skills and organizing skills
- Documentation and report writing skills
- Facilitation skills: group discussion, organize events and other participatory tools & techniques for situation analysis, planning, monitoring, and assessment/evaluation.
- Program management: situation analysis; planning; monitoring; and assessment/evaluation.
- Networking/partnership: coordinating, effectively communicating (speak, read, write, present, report).
- Knowledge on child rights and rights based programming
- Training design, need analysis, organizing
- Trainer, coach
- Organizing

Qualification and Experiences:

Education:

- Bachelor' degree or equivalent in education field/social/community development and other related fields.

Knowledge:

- Good knowledge about the education on THE and prevention children at risk at drop out form school
- Good knowledge of communication
- Good knowledge of organizing, leading, and managing project
- Knowledge of computer operation on Micro-Soft Office
- Good knowledge about PRA tools
- Good knowledge about gender/child right and child development
- Good knowledge about community development concept
- Good Knowledge in English language

Experiences:

- At least two years working experience in education field, community development, and related fields.
- Experience working with children, school directors, SSCs, Children Council, and teachers
- Hands-on experience in participatory approaches and empowerment to community

Attitude/Core Competencies:

- Be a honest, loyal, patient, initiative, and responsible person
- Be a mature, strong and intelligence individual
- Be a good team player
- Sense of respect and show empathy with the poor
- Highly motivate and commit to work in the remote village and regardless of working hours
- Good communication, negotiation, and facilitation skills
- Able to represent Bandos Komar in various community levels.
- A good advocate of child's rights
- Resourceful and is able to link the community with other resources
- Promotes innovation and learning. Is able to think of new program concepts that address the needs of the community
- Culturally sensitive

Read and Accepted (Job holder)

___/___/___
Date

Direct Supervisor

___/___/___
Date