



**Bandos Komar Association**  
**JOB DESCRIPTION**

**Position Title:** Senior Project Officer (SPO)

**Grade:** 4

**Location:** Kampong Speu and frequency travel to community

**Department:** Program PE&D

**Report To:** Program Coordinator (PC)

**PURPOSE OF POSITION**

- To assist the Program Coordinator to manage, collaboration, and implement / follow up / monitor of 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 with quality (efficiencies and effectiveness)
- Assist PC to maintain and establish the collaboration with Local Authorities and relevant stakeholders (DoEYS, DoWA, HCs, CCs/CCWCs, district governors, community preschool committees (CPC), core parents, VHSGs, community preschool teachers, child/youth clubs etc.,...) and responsible for building/strengthening capacities of children, families, core parents, parents/caregiver groups, CCs/CCWCs and encourage them to participate and share the distribution their resources and takeover of their duty to the project.
- The SPO responsible for facilitating/coordinating to implement and monitor project activities at community levels and produce the project report for submit to PC.

**FUNCTIONS and TASKS**

**Jobholder Plan:**

- Plan for action to be taken to address the issues identified;
- Individual training and development plan
- Annual, quarterly and monthly detail work plan
- Capability building to the community/CCWC members/parents/caregiver group/core parents/coaches and community based organizations
- Designs action plans of project activities/reviews based on project life cycles
- Annual operational plans based on proposals and community development plans
- Coordinate with CCs/CCWCs, CBCC care givers, core parent, community, community based organizations for the project implementation.

**Outputs and deliverable:**

**1. Project planning, implementation and monitoring and evaluation:**

- Assist PC to provide the project orientation to communities, CCWC, parenting/caregiver group members and other relevant actors,
- Participation in strategic and programs/projects development, especially provide input / data and information relevancies,
- Assist PC to manage the project within her/his target area assigned to make sure the project well function and achieved the target results,
- Develop 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 identify issues that concerned with the project and priorities of those issues and to submit to line manager on timely manner,
- Participate/involve in the CIP process and engage CC to put ECCD issues in high priority and at the end of project CC will has been taken to accountability and ownership running the project.

- Facilitate and empower community and concerning stakeholders to implement the project activities, monitoring and engage them to get involved in the project monitoring and evaluation,
- Mobilize and engage families, community, core parents, including children and representatives of marginalized groups to involve in the whole cycle of project management.
- Monitor and coach to parents, guardians and community on parenting education session to improve their parenting skills.

## **2. Establish the collaboration/relationship with local authority and concerning stakeholders:**

- Build close relationships and actively learn within CCs/CCWCs, parents/caregivers, communities, through the meeting, home visits, staying overnight in community, attending community social events, etc., ...
- Provide orientation of the project to the CCs/CCWCs, core parent, community and other concerning stakeholders in the community,
- Conduct awareness to parents, guardian, local authorities and communities on important of early stimulation for children aged under 6, especially aged less than 3 years old.
- Actively network with other stakeholders, and facilitate the communities to network connective, for advocacy, resource mobilization and project implementation,
- Collaborate with concerning local authority, especially CCs/CCWCs, CBCC caregiver and concerning stakeholders to establish the parents/caregiver group and select core parent.
- Collect and keeping all concerning project data related,
- Close communicate and encourage CCs/CCWCs and core parent to strongly supported to the project and to take accountable and ownership,
- Facilitate community/local authority and concerning stakeholders to make the any event to mobilize the resources to support the community preschools.
- Assist commune council to prepare Commune Investment Program for supporting parenting project.
- Establish the good collaboration/relationship with local authority and other actors for integrating project activities if any,

## **3. Capacity building to community:**

- Coordinate/facilitate community, and core parents and village chief to identify their training need and prioritize,
- Facilitate and make a series on capacity building to above concerning people, 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:**

- Facilitate community/CBOs/CCs/CCWCs/core parents/ parent/caregivers groups 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 and including parent/caregiver groups, CCWCs/CCs, vulnerable people to collecting and analyzing the information and priority the needs/issues and then try to make the solution with community and seek support from concerning stakeholders, and project if any related,
- Facilitate and motivate community to share their knowledge and experiences that have been done sofa to each other in any event happened in the community.

## **5. Child Protection Deliverable Outputs:**

- Conduct child risk analysis all event related to project that children involve/participant
- 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.
- Ensure all information about children is kept and disposed of safely in accordance with Bandos Komar CP procedures.

## **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 communes/community/villages, within his/her site assigned are well functioning and those communes/villages has capability to manage, implement and sustain their own development project.
- All projects requirements are aligned with Bandos Komar approach and donor requirement.
- Ensure projects/activities are implemented as planned and the reporting requirements adhere to Bandos Komar's standards/ procedures/policies (focused on result based management).

#### **Team/posts report into the post holder:**

- Child care coach and,
- Need to collect and consolidate info/data are related to the project from community and concerning stakeholders within his/her site assigned,

#### **The primary linkages for this post:**

- Program Coordinator (PC)
- Technical Support Staffs
- Admin persons and other Project Officer(s) colleagues
- Partners, local government, children, families, village leaders, parent/caregivers groups, institutes/organizations etc.

### **REQUIREMENT:**

#### **Leadership Behaviors:**

- 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

#### **Skills specific to the post:**

- Communication and negotiation skills
- Documentation and report writing skills
- Facilitation skills: group discussion 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/social/community development and other related fields.

**Knowledge:**

- Good knowledge of communication, especially with vulnerable peoples
- Good knowledge of integration project
- Knowledge of computer operation on Micro-Soft Office
- Good knowledge about RRA/PRA tools
- Good knowledge about gender/child right and child development
- Good knowledge about community development concept
- Knowledge in English language

**Experiences:**

- At least two year working experience in ECCD project, Nutrition and related fields
- Experience working with children, especially with parents/caregivers have children under 3
- 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 and indigenous people
- 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

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Read and Accepted (Job holder)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

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Direct Supervisor

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Date