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HOUSING RIGHTS TASK FORCE (HRTF)



Job Opportunity (Urgent!)

Job Title:	Programme Coordinator (PC)
Job Location:	HRTF in Phnom Penh, Cambodia
Reporting to:	Executive Director and Donors
Responsible for:	Supervising the programmes of HRTF and working closely with Executive Director and as well as the Management Committee
Status:	Full time, 1 year contract, renewable

1-General Description (Summary)

The Program Coordinator will be the member of management committee and perform the general key functions in the develop and reviewing the strategic plan, design the program planning , organizing the annual work plan and budget (or global budget), writing the proposal for fundraising, provide the capacity building to the program staffs, coordinate the implementation of the program in collaboration with the Executive Director, monitor the financial progress of the program, Develop the monitoring and evaluation system and ensure it was applied by the program officers, program reporting and information.

2-Responsibilities/Duties

A. Strategic Planning:

1. Assist to develop strategic plan guideline by consulted with the executive director and the relevant staffs.
2. Assist the executive director to coordinate the process of designing the strategic plan
3. Assist to implement strategic planning including the developing process of the strategic planning and ensure it converting into the action of the implementation.

B. Program planning and fundraising:

4. Design the program planning, organizing the annual work plan and budgeting, writing the proposal for fundraising to ensure the adequate budget to run the program.
5. Keep smooth communication with existing donors and seek new financial partners to ensure the financial sustainability and viability of HRTF’s activities.

C. Program staff capacity building:

6. Undertake training-needs analysis and identify the real need of the training course
7. Develop the staff capacity building plan, design the cession plan, material and budgeting.
8. Conduct the training courses and monitoring and evaluation base on staff capacity building plan,
9. Follow up with staffs on the effectiveness of their work after finishing the training courses.

D. Program implementation and administration:

10. Manage and coordinate the program staff on the implementation of the program,
11. Provide the technical support to the program staff to implement the program’s activities.
12. Support and review the quarterly work-plan with program staff and set the next plan.
13. Review all the request of the program staff and approve on the expenditure of the program.

14. Participate in recruitment, induction and performance appraisal of the program staffs in collaboration with admin and human resource officer.

E. Program monitoring and evaluation:

15. Develop monitoring and evaluation system for the programs in collaboration with the program staff and executive director.

16. Work closely with the program staffs to introduce the implementation of monitoring and evaluation tools on the field, to ensure efficient and effective monitoring and evaluation of all program's activities.

17. Support the design and implementation of the data collection including the baseline, end-line, impact survey and finding reports according to the approved work plan.

F. Program reporting:

18. Prepare quarterly, semester, annual and project completion reports to be submitted to donors.

19. Perform other tasks as assigned or requested by the executive director.

I. Qualifications

- Respect of the organizational value and high commit to HRTF's vision and mission
- Master degree in management, international relations
- 3 Years of professional experience in management level and leadership
- Experience of the community empowering, organizing and networking and advocacy.
- Experience in program planning, implementation, monitoring and evaluation, fundraising and report writing.
- Fluency in English (writing, listening and speaking) and computer literate; Microsoft Office, Microsoft project and SPSS.

SUBMISSION OF APPLICATIONS:

Interested candidates are invited to submit CVs and letter of interest to our office address: #2, Street 271, Sangkat Boeung Tompon, Khan Mean Chey, Phnom Penh, Phone number: 023 996 531 or via email at: cam.hrtf@gmail.org. Only shortlisted candidates will be contacted for interview.

The deadline for the submission of applications: 19 February 2017, at 5:00pm.

Candidates who wish to pursue their professional career in Housing Rights Advocacy, Evictees, Disability, People living with HIV/AIDS and Women are encouraged to apply!