

# អង្គការកម្ពុជាដើម្បីជួយស្ត្រីមានវិបត្តិ

## ជួយស្ត្រីដើម្បីឲ្យស្ត្រីជួយខ្លួនឯង

### Cambodian Women's Crisis Center (CWCC)

*Helping women help themselves*

## Job Announcement

CWCC, a highly regarded local not-for-profit organization, has been operating since 1997 and continues to grow its services to women and children who are victims of domestic violence, rape, and trafficking. CWCC's mission is to empower women and girls to claim their universal human rights to personal security and to equal participation in community, civil, economic, social and cultural life through strategic program of Prevention, Protection, Advocacy and Organizational Development.

We have an exciting opportunity for following positions based in Phnom Penh and Siem Reap Province. CWCC is seeking to appoint a capable, energetic, and committed person for these positions.

- |                                 |                            |
|---------------------------------|----------------------------|
| 1. M&E Coordinator              | Phnom Penh                 |
| 2. Gender Mainstreaming Officer | 1Phnom Penh and 1Siem Reap |

#### Key responsibilities:

#### M & E Coordinator: One position based in Head Office

#### Report to Program Manager

##### Key responsibilities:

- Be responsible for developing project monitoring framework
- Be responsible for monitoring and evaluation of CWCC program and projects, internal assessment, including the strategic information
- Collect monthly report from regional offices and make sure the report consist with all activities done by program
- Translate and prepare report to donors in timely manner and other report requested by donors or stakeholders
- Develop and work with CWCC staff in proposal development
- Produce CWCC comprehensive report such as annual and quarterly progress reports
- Collect, collate, compile, process and analyze relevant data of CWCC program/projects
- Assist Program management to make sure the good quality project implementation
- Other task request by Executive Director

##### Qualifications:

- **Female Only**
- Bachelor degree in Social Sciences, Development or related field
- Minimum 3 year experiences in M&E with NGO
- Good leadership, communication and interpersonal skills
- Strong analytical skill
- have knowledge on database system is an advantage
- Physically fit and willing to spend extended periods of time away from home
- Fluent speaking and writing in Khmer and English
- The Salary Range for this position is from **\$ 550 to \$ 600** depending on qualification excluding other benefits.

#### Gender Mainstreaming Officer: 2positions (1 based in Phnom Penh & 1 based in Siem Reap Province)

#### Report to Regional Manager

- Arrange and make plan of project to process activity match to CWCC goal and strategy.
- Work with youth/women to empower women and girl to claim their right.
- Provide counseling and follow up women's support group.
- Communicate closely Authority/institution to achieve of project.
- Organize training on gender based violence, women's human right and gender equality and other related training.
- Facilitate meetings for peer educators, women group and gender group.
- Conduct training course to Peer educator.
- Responding and innovate to produce Video Spot, Poster, leaflet or broacher and create good objective to distribution to community, especially youth/women target.

- Conduct monthly Radio call in.
- Cooperate with Community organizing project to mainstream gender into the project.
- Liaise and build relationships with staff, relevant NGO and donors.
- Other task request by Management.

**Selection Criteria:**

- **Female Only**
- Bachelor degree in gender Psychology, Sociology or relevant disciplines.
- Excellent interpersonal skills, ability to communicate with different attitude of different backgrounds.
- Excellent in oral and written English and Khmer.
- Minimum 2 years experience working in similar role.
- Good working knowledge of computer programs, MS office.
- Most importantly, gender sensitive and committed to women's rights.
- The Salary Range for this position is from **\$ 250 to \$ 300** per month excluding other benefits.

***Priority for women's living in target area.***

***We need female staff to work alongside with existing male staff***

Interested candidates are requested to send theirs CV and copies of relevant document.  
Please submit your application by addressing below

The Cambodian Women's Crisis Centre  
#13C, St. 331, Beoung Kok II, Toul Kork Phnom Penh  
Tel: 855 23 997 967  
Email: [HOhr@cwcc.org.kh](mailto:HOhr@cwcc.org.kh)

***Closing date: 14 June 2013 at 5PM***

Only shortlisted candidates will be notified to participate in the next selection process.