



Job Announcement
Deadline: June 15th, 2021

Women Peace Makers (WPM) is Cambodia’s leading organization working on issues of gender and peacebuilding. Founded in 2003, WPM envisions a peaceful and gender just society where everyone, regardless of identity and ability, can reach their full potential and live free from violence. Today’s WPM is the culmination of almost two decades of action and learning in the field with longstanding and well recognized history of intervening in violent situations for women in Cambodia and has developed a strong base of programming to raise awareness, empower women, and advocate for change in the community and conflict settings. WPM is grounded in its approach and community voices inform all of its continued learning and strategic directions. Currently, WPM works at the local level with grassroots communities, at the national level with civil society and key stakeholders, and at the regional level with other NGOs, universities and gender and peacebuilding networks in neighboring countries.

Job Title	Project Officer (PO)
Location	Phnom Penh, Cambodia (with frequent visits to the field)
Reporting to	Program Manager

Purpose:

A Project Officer (PO) will support the Gender and Peace Program to implement its exciting intersectional and interethnic projects. In overall, the PO will support WPM towards achieving its core mission in supporting the empowerment of women and youth, transforming conflict, and preventing violence by providing creative tools and space for dialogue, deeper understanding, and strategic intervention on the issues of gender and peace.

I. Duties and Responsibilities

- Project Officer Responsibilities
 - Work with project coordinator and program manager to ensure the effective and timely implementation of all activities, including providing training, facilitation, and coaching to the targets, in line with the strategic objectives, logframe, work plan and within the budget approved
 - Involved in problem solving and consultation of emerging issues that organization and communities face
 - Ensure that all activities implemented within its scope of responsibility, including project expenditures, are transparent and made in accordance to WPM’s policies and in compliance with donor guidelines and requirements.

- Monitoring and Reporting Responsibilities



- Help collecting and keeping necessary and sufficient data and relevant information to support the monitoring of project progress and activities and to support for project reporting.
- Facilitation and Documentation Responsibilities
 - Assist project coordinator and program manager in preparing and facilitating skills training workshops, such as, on gender, feminism, mediation, and related topics and meetings within and outside of Phnom Penh.
- Partnership and Communication duties
 - Maintain good relation with target communities/ audiences to ensure that the project and WPM activities are running smoothly.
 - Represent WPM in both national and international workshop, conference, meeting, and networking events.
- Other duties
 - Support other projects as occasionally necessary
 - Other duties as assigned by the supervisor

Qualification:

- Understanding of and passionate about peacebuilding, inter-ethnic issues and willing to helping people with vulnerable or marginalized groups
- Hold a BA in social related studies, and knowledge in gender, inter-ethnic issues, conflict resolution and peacebuilding are a plus
- Have at least 1 year experience with project implementation in the field of peacebuilding and conflict resolution is a plus
- Have good team work skills or the ability to work with others including project/program staff and/or volunteers in project implementation
- Be familiar with organizational management skills
- Well-developed written and spoken communication skills
- Be a proactive fast learner and passionate about inter-ethnic peacebuilding and gender equality
- Ability and willingness to travel to the field and learn new things
- Demonstrated leadership ability, flexibility, and creative problem -solving skills
- Personable, with an excellent attitude and strong people skills
- No previous history of child abuse, crime, or sexual harassment

Application Information:

- Interested candidate, please submit your CV and a cover letter to recruitment@women-peacemakers.org by June 15th, 2021. To learn more about WPM, please visit www.wpmcambodia.org or facebook page: @Women.Peacemakers
- Qualified female candidates and ethnic minorities are strongly encouraged to apply for this position.

Note: Only shortlisted candidates will be contacted for interview.