



You would like to work for a charitable, not-for-profit organisation in Siem Reap? We at Child's Dream Cambodia are looking for a passionate

## Assistant Project Coordinator

Together as a team, we at Child's Dream are here to empower people in the Mekong-Sub-Region. We do this by working in partnerships with communities to improve the health and education of their children, youth and adolescents.

Our Head Projects in Cambodia needs your support with the Project Cycle Management of our various construction projects in Cambodia.

### **Your duties and responsibilities:**

You assist in the Project Cycle Management of our construction projects in Cambodia:

- Plan, prepare and conduct project identification trips: Identify new construction projects and potential target communities in Cambodia based on a needs assessment
- Build and maintain effective networks and relationships with communities, educators and government officials
- Plan project activities and financials: Prepare cost estimation, time frames, log frames, contracts and baselines in collaboration with community leaders, teachers and partner organisations
- Project implementation and management: Plan, prepare and conduct field visits, monitor and evaluate construction projects, ensure that quality standards are met, manage project payments
- Prepare timely reports on project progress in English for all activities
- Frequent work related trips are part of your work and amount 60% of your working time

### **We are looking for an ambitious person with:**

- a strong interest in working for an NGO to improve the education infrastructure in Cambodia,
- a bachelor degree or equivalent education,
- previous work experience of 2-3 years in a similar role,
- great communication, interpersonal and time-management skills,
- solid IT skills (MS Word, Excel, Powerpoint, E-mail),
- proficient Khmer and intermediate English skills,
- driver's license,
- and Cambodian nationality.
- Additionally, knowledge of basic construction principles and methods and experience in using AutoCAD or SketchUp software would be beneficial.

We sparked your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, university transcripts, and reference letters) to [sinoeuy@childsdream.org](mailto:sinoeuy@childsdream.org) and feel free to call Mr. Sinoeuy at +855 (0)92 218 689 if you have any further questions.

The application deadline is **25 September 2020**.

We will of course confirm that we have received your application and get in contact with you again if you are selected for an interview.

*Siem Reap, 24 August 2020*