



Are you looking for a new, challenging job opportunity at a not-for-profit, development organisation in a fun team with a great passion for helping others? Child's Dream Cambodia in Siem Reap is seeking an ambitious

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 young adults for sustainable development.

Our Project Team – Cambodia needs your support with managing our various education infrastructure (e.g. schools, boarding houses) projects in Cambodia.

Your duties and responsibilities:

- 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 and budget, timeframes, logframes, contracts and baselines in collaboration with community leaders, teachers and partner organisations
- Plan, prepare and conduct identification, monitoring and evaluation trips in Cambodia (Regular field visits make up 60% of your working time)
- Ensure that quality standards are met
- Manage project budget and payments
- Prepare timely reports on project progress in English for all activities

We are seeking for someone with a strong interest in working for an NGO who can meet the following criteria:

Education, skills and work experience:

- A graduate diploma, bachelor's degree or equivalent education
- Previous work experience of 3 years as a project manager in the NGO field or related field
- Knowledge in project management and budgeting
- Experience in conducting trainings, community engagement and development, and managing construction projects are desirable

Soft skills

- Great attention to detail, a critical mind and problem solving skills
- Good organisational and time-management skills
- Strong communication and interpersonal skills
- Ability to build trust and strong relationships with all our stakeholders

Language skills:

- Proficient Khmer and intermediate written and spoken English language skills

Other skills and requirements:

- Solid IT skills (MS Word, Excel, Powerpoint, E-mail)
- Experience in using construction software is of advantage (AutoCAD, SketchUp),
- Driving license
- Cambodian national

What we offer:

- a full time position with an unlimited contract
- a multicultural working environment with a team of more than 10 nationalities working in three offices in the Mekong Sub region
- a working culture based on trust, constant exchange and lean hierarchy and constant learning and development
- Salary range: USD 500.00 to USD 750.00 (the final salary will be decided after the selection process according to your skills, knowledge and relevant work experience)

We sparked your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, university transcripts, and two references) to nary@childsdream.org until **17th February 2023**.

- 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. The interview will be done in rolling basics.