



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

## Assistant Programme Coordinator

### High School Scholarship Programme

**Starting date of position – January 2024**

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.

Do you have an experience in working with children and youth and would like to contribute to our beneficiaries' personal and professional development? Then you are the right person, and we need your support with the management of our High School Scholarship Programme in Cambodia.

#### **Your duties and responsibilities include but are not limited to assisting with the following:**

##### *Programme development*

- Assist in developing programme content
- Build a professional network with various stakeholders
- Develop and implement the programme procedure, training materials, and handouts

##### *Programme implementation*

- Promote scholarship opportunities to potential applicants
- Manage the selection process of new scholarship students and conduct workshop
- Coordinate with secondary schools, high schools, and local authorities regarding scholarships
- Arrange and lead soft skill training, study tour, and other student activities
- Plan, organise and conduct scholarship training camp to build the capacity of scholarship students
- Conduct follow-up and monitoring meetings with students
- Provide counseling for scholarship students and their families
- Track scholarship student alumni and prepare and conduct survey
- Evaluate and monitor the programme activities and outcomes
- Write programme and student monitoring reports in English

##### *Programme Administration and Finance*

- Prepare and manage the programme's annual budget and student payments
- Prepare opening of bank accounts for students
- Update student profiles, and data entry in our Scholarship Database
- Other administrative tasks concerning the programme as assigned by the line manager

**We are looking for a person with**

*Education and work experience*

- A strong interest in working for an NGO and to contribute to our vision and mission
- A graduate diploma, bachelor's degree, or equivalent education
- Minimum 2 years of related work experience in social work or programme management within the NGO sector, or in another relevant position

*Hard Skills*

- Knowledge of project cycle management and programme budgeting
- Good facilitation and training skills to conduct various trainings and workshops
- Solid IT skills (MS Word, Excel, PowerPoint, Internet, and Email)

*Soft Skills*

- Empathic coach and mentor with a proactive attitude, and excellent people skills who can build trust and strong relationships with our stakeholders
- Great attention to detail, a critical mind, and problem-solving skills
- Good organisational and time management skills
- Ability to inspire, motivate, and empower students and others

*Traveling Requirements*

- Having a driving license (car or motorbike) is an advantage
- Ability to travel frequently – conduct field visits in Cambodia (up to 60% of working time)

*Language Skills*

- Khmer mother tongue
- Good command of English language skills required

**What we offer:**

- A full-time position in our office in Siem Reap, Cambodia with an unlimited contract
- A multicultural working environment with a team of more than 10 nationalities in the region
- A working culture based on trust, constant exchange and lean hierarchy, and constant learning and development
- Salary range: **USD 350.00 to USD 500.00** (the final salary will be decided after the selection process according to your skills, knowledge, and relevant work experience)

Did we spark your interest? Wonderful! Please send your complete application in English (including a motivational letter, salary expectation, resume, two references, and certificates of education) to [nary@childsdream.org](mailto:nary@childsdream.org).

The application deadline is **17<sup>th</sup> November 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 interviews will be done on a rolling basis.

*Siem Reap, 18<sup>th</sup> October, 2023*