



# Job Announcement

## Position: Project officer

The Cambodian NGO Committee on CEDAW (NGO-CEDAW) was established in 1995 as a coalition of Cambodian NGOs. Its mission is to monitor and advocate for the full implementation of the UN Convention on the Elimination of all forms of Discrimination against Women (CEDAW) in Cambodia. NGO-CEDAW does this through submitting reports to UN institutions, advocacy work, conducting capacity-building for members, and awareness-raising to the public. Our website is [www.ngocedaw.org](http://www.ngocedaw.org).

### Job Description for project officer:

- Implement overall activities including coordination of the women's network project in 10 provinces.
- Provide training on CEDAW and issues related to women's rights to partners and member organizations.
- Keep all members informed of issues related to women's rights and NGO-CEDAW's activities through social media and other means including website, Facebook, phone, e-mail, etc.
- Keep member lists and contacts up to date.
- Liaise with NGO partners, members and government authorities.
- Represent NGO-CEDAW in meetings, workshops, trainings and as required.
- Organize: meetings with different institutions/organizations; internal workshops; and seminars and conferences. This work included the preparation of seminars and workshop documents and communicating directly with all participants, facilitators, and venues.

### Job Requirements:

- Cambodian Nationality;
- Bachelor degree in business administration, management or related fields;
- Minimum three years' working experience in women's rights and networking;
- Be easily accessible to and respected by members of NGO-CEDAW;
- Excellent interpersonal, verbal and written communication skills;
- Flexibility and ability to multi-task;
- Excellent command of spoken and written English, with the ability to do some translation and act as an interpreter between Khmer and English;
- Computer literacy in Microsoft Word, Excel and PowerPoint, internet and e-mail;
- Ability to learn quickly and work independently, without supervision;

Interested candidates are invited to send: CV, cover letter, and expected salary to NGO-CEDAW.

Applications may be either:

- 1) **hand-delivered to the NGO-CEDAW office**, located in the LICADHO building: **House #16, Street 99, Sangkat Boeung Trabek, Khan Chamcamorn, Phnom Penh**; or
- 2) **sent by e-mail to: [ngocedaw.pnh@gmail.com](mailto:ngocedaw.pnh@gmail.com)**

**Deadline for application: Friday, January 11, 2019 at 12:00 noon.**

*Women, LGBT+, indigenous persons, and persons with disabilities are strongly encouraged to apply.*

**N.B. Only shortlisted candidates will be contacted.**