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| **JOB TITLE: Senior Project Officer-Sexual Reproductive Health (SPO-SRH)** | |
| **LINE MANAGER: Project Manager-** **Ethnic Minority Education (EME)** | **GRADE: D** |
| **BUDGET RESPONSIBILITY:**  **Up to USD$15,000** | **WORK LOCATION:**  **Mondul kiri Province, Field Office** |
| **TEAM: Ethnic Minority Women (EMW)** | |
| **INTRODUCTION**  CARE is an international development organisation fighting global poverty with a special focus on working with women and girls to bring sustainable changes to their communities.  CARE aims to tackle the underlying causes of poverty and social injustice and to bring lasting change to the lives of poor and vulnerable people.  Founded in 1945, today CARE works in over 90 countries around the globe. CARE has been working with Cambodians since 1973, with an office in Phnom Penh since 1991.  Today, CARE focuses on empowering particularly marginalised and vulnerable women in Cambodia, including urban women who are marginalised by occupation, rural women who are denied multiple rights, and women and girls from ethnic minorities.  CARE Cambodia’s Ethnic Minority Women (EMW) program works with women, their communities, their leaders and authorities to ensure ethnic minority women have their rights respected, their identity valued and equitable access to livelihoods and skilled jobs. | |
| **PURPOSE OF THE POSITION**  The **Senior Project Officer-Sexual Reproductive Health** will provide support and training to teachers in Adolescent Sexual and Reproductive Health (ASRH). The SPO-SRH will also undertake regular monitoring and evaluation of project activities in target schools.  This position is based in Mondul Kiri Province with regular travel required to other sites. | |
| **MAIN RESPONSIBILITIES**  **PARTNERSHIPS AND NETWORKING**   * Organise relevant meetings/trainings with key professional networks amongst all stakeholders under this project; * Engage and maintain relationships with core trainers, DOEs, lower secondary school directors, teachers, community representatives, INGO partners and other relevant stakeholders, representing CARE Cambodia at partner meetings and planning sessions; * Provide clear explanations of the Project and CARE’s work in Cambodia to partners, communities and other stakeholders to build positive working relationships; * Participate in relevant meetings and develop professional networks amongst all stakeholders; and * Coordinate and participate in meetings with partners.   **PROJECT PLANNING AND IMPLEMENTATION**   * Develop quarterly work plans that are aligned to the annual project work plans and budget in order to meet the project activity deadlines; * Provide high quality training for teachers, school directors and district education officials about Adolescent Sexual Reproductive Health (ASRH) and Gender Base Violence (GBV) prevention; * Provide training to teachers, house parents and students to implement life skills for ASRH through student council and Peer Counselling Student Groups. * Lead school orientations for all school directors and teachers regarding ASRH materials; * Participate in implementation of Student councils and Peer Counselling Student Groups as safe spaces for sexual reproductive health learning; * Participate in development of the curriculum by giving input in the development of the training workshops, lesson plans, resource products and teaching methodology; * Participate in and promote a safe and secure work environment; to foster a safety and security culture and ensure compliance with CARE Cambodia safety and security policies and procedures; * Participate to written products to meet project activity goals, including the project training curriculum and approach based on agreements with partners with guidance from SRMH Project; * Provide a comprehensive report and respond to SRMH; * Participate in broader impacts and innovation, through capturing lessons learned and building credible evidence of effective approaches, in particular across work with CARE and with other key stakeholders; * Provide financial and narrative reports, tracking all financial transactions by assigned activity on monthly and quarterly bases and contribute to the writing of donor reports to a high standard; and * Articulate ideas and actively contribute to the evolving direction of SRMH project through provision of technical advice based on knowledge, experience and analysis.   **MONITORING EVALUATION AND LEARNING (MEL)**   * Lead and coordinate evaluation and project data collection, analysis and reporting activities as required, including reviewing activities and evaluating their effectiveness; * Conduct project monitoring during field visits and ensure timely submission of field reports to the line manager; * Participate in data collection for project evaluations, research and case studies; * Participate in quarterly, mid-term, and annual reflection workshops; * Liaise with and regularly debrief with partners and communities to ensure quality trainings and processes are implemented according to deliverables; * Document project activities, processes, emerging models and lessons learned; and * Assist in the preparation of donors and other organization reports and presentations.     **ADMINISTRATION**   * Prepare field travel plans, per diem requests, and other logistics in a timely manner and in-line with project budget; * Ensure that CARE financial, human resources, administrative, and procurement procedures and policies are followed; * Maintain accurate and detailed files of project related documents; * Participate in regular team meetings; and * Ensure systematic filing system for documents in sequential order and all files are placed in a secure place (to avoid unauthorised access of documents). | |
| **EXPERIENCE AND QUALIFICATIONS**   * Minimum Bachelor Degree in Teacher Training College, National Institute of Education or equivalent and/or minimum 3 years relevant work experience in Clinical, preferably with an International Non-Government Organisation (INGO) and/or private company; * Proven skills and experience in facilitating training and capacity-building, including an understanding of adult learning principles, development of Information Education and Communication (IEC) materials; * Proven technical knowledge of sexual and reproductive health, including family planning and abortion * Demonstrated experience in following standard policies, procedures and processes and ensure the implementation of basic standard transactions; * A willingness to learn about CARE, gender equality and women’s empowerment activities; * Demonstrated good interpersonal skills, sound judgment, planning, problem solving, critical thinking and team building skills; * Demonstrated organisational and time management skills and ability to work under pressure and to meet deadlines; * Demonstrated characteristics in honesty, reliability, integrity with the ability to maintain confidentiality; * Excellent communication skills in Khmer and very good oral and written English; and * Very good in Microsoft Office with knowledge in Microsoft Word and Excel and intermediate numeric skills. Ability to develop or design advanced excel or other database programs is an advantage. | |
| **APPROVED BY:**  **Date:**  **Signature:** | **ACCEPTED BY:**  **Date:**  **Signature:** |