

Position: Project Coordinator

Location: Based in Phnom Penh OR Siem Reap

Provincial visits Siem Reap, Kompong Thom and Kep Province

The BTP Project Coordinator will be engaged as a permanent staff member, ideally on a part-time basis (5 days per week) at first, with the possibility to become full-time as BTP expands.

Duties include:

- Implementing monitoring and evaluation activities and Performance Based Salary Supplements (PBSS)
- Documenting monitoring and evaluation and PBSS processes
- Managing and supporting English teachers and Khmer teachers as necessary
- Providing “good news” stories and other updates for the BTP web-site
- Regular communication with the Board, including regular written updates
- Managing the school building process (including all logistics support to volunteers)
- Sourcing contractors (including documenting expenditure)
- Managing visits from volunteers/donors/other interested stakeholders
- Establishing and managing relationships with key stakeholders including:
 - Local Government representatives
 - Cambodian/International NGO’s working in education
 - Potential Donor’s (e.g of library books for the empty building in BHV)
 - The community and students of BTP’s schools
- Regular meetings (formal and informal) with teachers, children and community members
- Identifying and evaluating potential new project sites
- Identify, evaluating, recommending and implement complementary programs (e.g. breakfast programs, scholarship programs, complementary health care etc.)
- Taking initiative to assist BTP to pursue its overall objectives

Essential skills and attributes:

- Strong ability to build rapport with children and rural communities
- Strong liaison and communication skills
- Excellent English skills (written and spoken)
- Fluent Khmer speaker
- Word processing, budgeting and report writing skills
- Self-motivated and able to work with limited supervision
- Dedicated to improving the lives of underprivileged Cambodian children
- Desire to build BTP

Essential Qualifications/experience:

- Bachelor’s degree
- Drivers license – access to own transport

Desirable Qualifications/experience:

- Experience in NGO/Development
- Experience in education sector

Interested candidates can submit their C.V. and cover letter by 15th July, 2014 to Borei Seang Nam I, Khnar Thmey Village, Chriv Commune, Siem Reap City or through email: koky@babytreeprojects.org or popeye_angkor@yahoo.com. Salary ranges from USD 300 – 500 monthly depending on experience. Additional benefits will be provided according to BTP policy.

For more information, please contact Mr. Koky Saly 089 546 548 OR Sim Veacha 012-75 94 75 / 096 2 77777 5. Only shortlisted candidates will be invited for an interview. Qualified Cambodian women and resident candidates are encouraged to apply.

