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Position: Cambodia Program Officer (national post)

Application deadline: May 5, 2022

Report to: Cambodia Program Coordinator

Location: Cambodia

Salary: Competitive and commensurate with experience;

health benefits

***\*Open only to Cambodian nationals who are based in Cambodia***

**JASS Southeast Asia** is the regional anchor and network of JASS, an international women’s rights organization dedicated to strengthening the voice, visibility, and collective power of women for justice. We are looking for an energetic community facilitator, with experience in coordinating work with grassroots women’s groups in Cambodia. This is a great opportunity for a feminist in Cambodia who is passionate about advancing women’s rights to be a part of a regional feminist team.

**Role:**

Working closely and under the guidance of the Cambodia Program Coordinator for supporting the day-to-day coordination of, and communication with partners around priorities and deliverables, ensuring that relationships, programs, and regional initiatives are on track and in line with JASS’s mission and strategy. We seek an effective and motivated Program Officer who is well-organized, accountable, and flexible to ensure the programs’ and team’s success. Experience with grassroots and participatory facilitation, including methodology development, is strongly preferred.

**Main Responsibilities:**

* Supports the consultative processes for designing, planning, and implementing with partners in Cambodia;
* Supports the coordination and backstops country-level processes as needed in Cambodia and including ensuring adequate preparation, logistics, follow up, and after-event reports of the activities and events;
* Supports, communicates, and follows up the plan/process and conduct field visit to partners in Phnom Penh and provinces;
* Designs methodology and facilitates the workshop as needed both in Cambodia and at the regional levels;
* Participates and inputs in monthly updates on relevant contextual issues and identifies key opportunities at the country and regional levels to contribute to decision-making and strategic planning processes as appropriate;
* Provides support on Monitoring, Evaluation and Learning (MEL), Grant Management, Communications and Knowledge Development at the country, regional and global levels;
* Performs related activities to support JASS programs and organizational development at country, regional, and global levels; and
* Supports the Cambodia Program Coordinator in delivering JASS’s expected program goals and objectives.

**Specific Tasks:**

* Organizes and co-facilitates training, session, workshop with Cambodian partners;
* Inputs and develops training methodologies, curriculum in consultation with JASS team and partners;
* Provides logistic support, including minute-taking and translation/interpretation as needed;
* Works with the Cambodia Program Coordinator to develop quarterly and annual work plan, budget plan and report;
* Assists in coordinating with subgrant partners including monitoring and evaluation processes;
* Accompanies and works closely with local partners in Phnom Penh and the provinces;
* Attends meetings with local and regional partners and networks;
* Inputs in strategic discussion and advocacy plan for Cambodia and the regional levels; and
* Inputs and participates in JASS’s internal learning sessions and other capacity building initiatives.

**Skills and qualities:**

* Has the ability in organizing and facilitating training/capacity building activities with diverse groups at the grassroots level;
* Has good networking and communication skills and experience in using social media platforms;
* Has the ability to think critically and politically, anticipate needs, and problem-solve;
* With experience in coordinating multiple priorities, promoting teamwork in a multigenerational, multicultural context where everyone contributes;
* Is passionate about advancing women’s rights and keen on self-development;
* An open-minded, highly responsible person with ability to work independently and virtually;
* With strong interpersonal skills and a genuine relationship-builder, working with a range of people from grassroots activists – JASS’ core constituency – to donors, policy advocates, social justice and/or women’s rights organizations in Cambodia and in the region;
* Is able to travel within the country and abroad; and
* has a sense of humor!

**How to Apply**: Please submit a cover letter, curriculum vitae, and relevant writing samples via email to **pheareak@justassociates.org**. JASS is an equal opportunity employer. Applicants with diverse backgrounds and members of the queer/transgender community are strongly encouraged to apply.

Only shortlisted applicants will be contacted.