



អង្គការ ANAKOT KUMAR

សហគមន៍កសាងកម្ពុជា COMMUNITY BUILD CAMBODIA

Job Announcement

Anakot Kumar (AK) is a Cambodia non-governmental organization based in Kravanh District, Pursat Province and officially registered with the Ministry of Interior (MoI) No 293 on 18 March 2003. Currently, AK is working in partnership with Coalition for Partnership in Democratic Development (CPDD) to implement the project entitled “Promoting the Transparent and Accountable Management of Local Fund in Cambodia”. The project is located in 2 districts (Rolea B’ier and Kampong Tralach district) in Kampong Chhnang province under funding support the Ministry of Foreign Affairs and Trade of New Zealand (MFAT) through the Asia Foundation in Cambodia (TAF) and CPDD. Presently, AK is seeking the qualified Cambodian applicants (two persons) to implement the project “Promoting the Transparent and Accountable Management of Local Fund in Cambodia” based in Kampong Chhnang province.

Position: Project Officer, (Two positions)

Working place:	Kampng Chhnang province
Project area:	Rolea B’ier and Kampong Tralach district, Kampng Chhnang
Salary:	\$340 per month plus other benefits
Contract:	7 months, with possible extension

Qualification and Experience

- At least 2-year experience in project management with NGOs
- Knowledge/skills and experience in social accountability and Good Governance project is a plus
- Good interpersonal and communication skills and demonstration of good teamwork
- Ability and experience to work with administration of communes/Sangkats and districts administration, public services providers and partner CSOs
- Ability and experience to write project reports with specific output and outcome in English
- Demonstrate high self-motivation, honesty, integrity, transparency, accountability, flexibility and willingness to learn from others, and able to work under the pressures
- Be able to work independently
- Adequate English language proficiency
- Computer knowledge on information and data management and entry



Main responsibilities:

- Overall project management and implementation, monitoring and coordination with partners and stakeholders
- Ensure effectiveness of project budget management and policies application
- Support commune councils to conduct public campaign of annual commune budget fair in their CS at the commune level.
- Support commune councils to conduct community outreach to promote the awareness on rights and roles of citizens in CS budget development.
- Support commune councils to collect the issues/challenges, requests and suggestion for CS development to inform their CS planning and budgeting.
- Collaborate with CBO, youth and/or CAF leaders to conduct raise awareness to the community’s group which covers topics including rights and roles of citizens engaging in the budgeting process and how to participate effectively.

- Support CS councils to strengthen the local development planning and budgeting process through increasing citizen awareness and participation in the local planning and budgeting
- Facilitate to the commune council to collect the issues/challenges, requests and suggestion for CS development to inform their CS planning and budgeting
- Provide mentoring and coaching to commune councils three service providers, CAFs/CBOs on concept note of annual budget fair, community outreach and awareness raising.
- Tracking data record and data entry monitoring system
- Develop project quarterly and final reports
- Ensure with AK management team to achieve the project goal and objectives
- Other tasks assigned by the management team of AK



Interested candidates are invited to submit CV and cover letter to AK office address: Group 14 Leach village, Leach Commune, Kravanh District, Pursat Province or by e-mail address: phekheng2@gmail.com and sokhonk@gmail.com. Deadline of application is on 15 September 2024 at 5:00 pm. Only shortlisted candidates will be contacted for interview. Candidates are living in Kampong Chhnang province strongly encouraged to apply. Women are strongly encouraged to apply. For more information, please contact AK office at 012 583 862/092 989 226.