

**VANGUARDS IN DEVELOPMENT  
1979-2010**



**CHURCH WORLD SERVICE**

Church World Service operates in Cambodia since 1979 working in the development areas of disaster preparedness, water and sanitation, community development, capacity building with local NGOs, and peace building in Battambang, Banteay Meanchey, Preah Vihear, Odar Meanchey, and Kompong Thom province.

Currently with the funding support from the Disaster Preparedness Program of the European Commission's Humanitarian Aid department, CWS Cambodia will be implementing a community based disaster risk reduction project in Battambang Province. We are looking for a qualified national candidate for the position:

**Disaster Risk Reduction Program Coordinator (1 position)**

Duty Station: Phnom Penh with regular travel to province

Preferred starting date: August 02, 2010

Contract: Fixed term until September 2011

***Essential duties:***

- Increase the knowledge and skills of target beneficiaries and CNGO partners in planning, implementation, finance management, monitoring and evaluation.
- Monitor the project expenditures versus budget plan and ensure compliance with donor regulations
- Conduct regular monitoring and coaching visits to all Project locations to ensure that the implementation of the Project conforms to the plan.
- Develop operating guidelines for CCDRR Program.
- Write reports including recommendations to improve the implementation of the Program.
- Represent CWSC in any networking meetings/workshops related to DRR/ER
- Develop good networking relations with stakeholders working in DRR/ER at national and provincial levels to support the implementation of the Project.
- Ensure that gender, peace, child protection, Sphere minimum standard and Code of Conduct in Humanitarian Aid are taken into full account in Program/Project operation.

***Qualifications and Experience***

- Bachelor degree in development management, disaster management, or relevant field.
- Minimum 5 years in community development with INGO
- Ability to communicate and write reports in English well
- Project design, monitoring and evaluation
- Very good MS Office skill
- Government relations
- A good team player

Visit [www.cwscambodia.org](http://www.cwscambodia.org) for detailed job description and application form summary. Application with a cover letter, CWS application form and CV should be sent to Human Resource Department at PO Box 82, CCC Box 27 or email to [job@cwscambodia.org](mailto:job@cwscambodia.org) no later than **12 July 2010 at 5.30 pm**. Women are strongly encouraged to apply.