



JOB ANNOUNCEMENT (URGENT)

Host agency	Transcultural Psychosocial Organisation Cambodia
Position title	Programme Co-ordinator
Duty Station	Phnom Penh
Supervision	TPO Executive Director
Contract type	Fixed Duration Contract
Duration	1 year (renewable)
Starting date	A.S.A.P.

Transcultural Psychosocial Organisation Cambodia (TPO Cambodia), a local NGO established in Cambodia since 1995, is seeking a Programme Co-ordinator to ensure the effectiveness of service delivery within TPO, by developing, implementing and overseeing systems and processes for planning, reporting, monitoring and evaluation across the organisation. Also to provide technical and managerial support to the Executive Director and the teams in relation to all operational matters and to ensure that all activities of TPO comply with each project workplan and logframe.

The position is based at TPO HQ in Phnom Penh with occasional travel to other locations in the provinces.

Key Responsibilities:

1. Responsible for the development of systems, structures, procedures and documentation, including HR systems, for the effective operation of all TPO Projects, ensuring good information sharing and collaboration internally
2. Network and communicate with relevant authorities on project implementation issues
3. Develop and co-ordinate annual workplans with the teams, with systems to monitor all activities for all TPO projects, against workplans and logframes to ensure a consistently high quality of work and to ensure effective impact
4. Work in tandem with the Admin & Finance team to prepare monthly, quarterly and annual project activity and financial reports to donors in line with required formats and professional standards
5. Work with the Admin & Finance team to provide support to TPO team members in the provinces and work closely with them to ensure that projects are running smoothly, to time and budget
6. Continue to develop improvements in TPO's overall monitoring, evaluation and supervision systems, as necessary.
7. Manage team members, providing day to day supervision, feedback, and capacity building training
8. Work towards developing simple systems within TPO to ensure that all activities relate to one another and feed back and forth across activities
9. Provide any other project management information, as requested, and respond to any other project queries

Skills and Knowledge required:

- Advanced Degree in Management, Psychology, Psychiatry or Social Work
- At least 5 years proven experience in managing multi-disciplinary and multi-donor funded projects in the field of health and/or development
- Experience in working with NGOs and international agencies
- Knowledge of a wide variety of computer applications

The position requires good computer skills, excellent communication skills and a teamwork approach, a strong commitment to clients' needs and to personal development!

If your qualifications, experience and skills fit the above requirements, we would like to hear from you. TPO staff receives competitive salaries and fringe benefits.

Interested candidates are requested to submit 1 side A4 cover application letter and a comprehensive CV including names and contact details of 3 referees by email only to admin@tpocambodia.org

Notice: applications that do not respect the requirements will not be considered

Closing date for applications: Friday 10 February, 2012, 3:00 PM

Only short-listed candidates will be contacted for an interview. Interviews will be held in Phnom Penh on 13/14 February, 2012

TPO is an equal opportunity employer and the candidate will be selected based on merit
Women are strongly encouraged to apply

Transcultural Psychosocial Organization, # 2 & 4, Corner of Hanoi Street & Oknha Vaing Road, Sang Kat Phnom Penh Thmey, Khan Sen Sok, Phnom Penh.

P.O box: 1124. Website: www.tpocambodia.org.

For more information, contact us by Phone: 023 63 66 992
or Email: admin@tpocambodia.org or see our website.