



JOB ANNOUNCEMENT

Description: Cambodian Women for Peace and Development (CWPD) association is currently recruiting a qualified Cambodian national to fill the position of **Project Manager**. The Selected candidate will work closely with the Project of " Safe Migration and Reduced Trafficking" which fund by European Union through CARE Cambodia.

Position:

- **Position:** 01 Project Manager
 - **Category:** Execute. / Management, Communications
 - **Location:** Phnom Penh
 - **Schedule:** Full-time
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Qualification/ Requirements:

- Cambodian Nationality and age 25 at least
- At least Bachelor degree in management field.
- 3 years experience with project management on migration/trafficking or similar issues.
- English fluently and computer literacy
- Leadership skill
- Teamwork
- Client management
- Strong communication skill
- Oversea participatory approach
- A background of practical accounting, credit or banking is a plus
- General understanding in the areas of application programming, database and system design
- Understands of labor law and migration system trafficking strategy in Cambodia

Duties

- PROJECT /PRACTICE MANAGEMENT
 - Creates and executes project work plans and revises as appropriate to meet changing needs and requirements
 - Develop monitoring and evaluation process/tools and report writing
 - Identifies resources needed and assigns individual responsibilities
 - Manages day-to-day operational aspects of a project and scope of works
 - Reviews deliverables prepared by team before passing to client

- Effectively applies our methodology and enforces project standards
 - Prepares for engagement reviews and quality assurance procedures
 - Minimizes our exposure and risk on project
 - Ensures project documents are complete, current, and stored appropriately
 - Strong communication with key stakeholder/partners
 - Develop training curriculum and initiative on IEC materials based project implementation

 - FINANCIAL MANAGEMENT
 - Manages project budget and expenses
 - Understands basic revenue and cost-to-completion, projections and makes decisions accordingly
 - Understands our pricing model and billing procedures
 - Accurately forecasts revenue, profitability, margins, bill rates and utilization
 - Assures project legal documents are completed and signed

 - STAFF MANAGEMENT
 - Annual staff appraisal
 - Update job description
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Application Information:

Interested applicants meeting the above requirements should submit their CV with a cover letter using the contact details below no later than **30th March 2012**. Only short listed applicants will be notified one week after deadline submission (certificates and supporting documents will be show during interview day)

Note : Women are encouraged to apply.

Contact:

Name: Cambodian Women for Peace and Development, Mr. Chhorn Ann, Program Manager.

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