

Habitat for Humanity Cambodia

Job Description

Name of Position	Project Officer
Job Grade/Class	06 PDM
Current Holder	Vacant
Based at (Location)	Battambang office, with required travel to field location
Reports To	Battambang Area Manager
Direct Subordinates	2 Community Organizers
Assets under Control	To be specified

Core Functions Project Officer is responsible to provide overall leadership and management to the housing projects of HFH Cambodia's program based in Battambang. S/he will be responsible for ensuring smooth operation, achieving the project objectives and goals which were identified in the approved proposals and support technical of project implementation such as design project, implementation, monitoring and evaluation, organize trainings/workshops, assist Area Manager in developing proposal and reporting. The Project Officer will ensure collaboration, representing projects of HFH Cambodia's Battambang with NGO partners, government agencies and local authorities are well communicated to achieve project objectives.

Main Tasks

1. Work closely with NGO partners and other institutions to identify training needs to understand the beneficiaries' needs before, during and after the project intervention.
2. Lead the process for the development of a support plan in collaboration with NGO partners that takes into consideration specific vulnerabilities of the home partner.
3. Develop a thorough understanding of the family follow up approach and coordinate with partners for the adaptation and implementation of the methodology as fit for the project. Train other partners on the methodology if needed.
4. Develop training modules based on Training Need Assessment and provide training to project beneficiaries such as WASH training and financial literacy as mentioned in the project log frame.
5. Assists Area Manager and coordinate with partners to conduct housing need assessment in the target communities for strategic housing proposal development
6. Conduct market mapping activity in the areas of relocation to define what vocational trainings are relevant for home partners based on the actual market situation.
7. Ensure implementation of the support plan by HFHC and partners as planned coordinating the various actors and monitoring/evaluating quality of the trainings. Works closely with NGO partners to conduct the family follow up to ensure that all beneficiaries' needs are being and supported and addressed.

8. Coordinate with NGO partner to conduct Community-Based Enterprise Development training (C-BED) to project beneficiaries. Training report must be submitted to Area Manager.
9. After C-BED training, this position is responsible to motivate beneficiaries to develop small individual business plan. This position must review and recommend the qualified business plan to project management committee for final approval on micro-grant provision. Therefore the beneficiaries will apply for income generation this will get benefits to use for their living.
10. Work closely with NGO partner to monitor with beneficiaries on the business process and impact, provide coaching/mentoring if need to ensure the business is running smoothly and successfully.
11. Assist to coordinate the house built with hosting local and international volunteers. Share regular feedbacks on progresses made and implementation of the support plans with GV units (case studies)
12. Work as key focal person in cooperation with the government counterparts, non-governmental organizations, UN Agencies, community people and other agencies to ensure achieving the project objectives and goal.
13. Coordinate and support the short-term consultant design baseline, mid-term, final evaluation; contextualize and apply PLA/PRA concepts or Household Survey in the targeted project communities and project monitoring tools.
14. Continually monitor implementation of project to ensure that the project system and staff are working to achieve project activity plan.
15. Approve project expenditures and agreements per HFH Cambodia Standards and Policies.
16. Assist Area Manager to monitor, evaluate budget and actual expenditures with Finance Unit on a monthly, quarterly and annually basis. Assist Area Manager in preparation of new project proposal development, and financial & program audits.
17. Prepare monthly, quarterly and annual reports and project end report as required by donors and other interested bodies; prepare project information, include human interest story, project impacts as required.
18. Conduct regular staff performance coaching and identify the needs of staff, and coordinate staff training for capacity development opportunities.
19. Support in preparation of promotional materials such as brochures and briefs for dissemination, and produce monthly information for newsletters and bulletins according to stated timelines.
20. Perform other duties as assigned by supervisor(s).

Authorities and Authority Limits

1. Authorized to approve project expenditures within the approved budget line base on HFH Cambodia's DoA matrix.
2. Authorized to coordinate with partners and beneficiaries regarding projects implementation under overall supervision of Battambang Area Manager.

**Deliverables/
Performance
Measurement
Indicators**

1. Uphold Habitat for Humanity Vision, Mission Statement and Mission Principles.
2. Ensure effectiveness of implementation and achievement including family selection, construction, and expenses without under or overspending of CCT and GRACE projects in Battambang.
3. Ensure properly apply the related HFH Cambodia's policies such as Standard of Excellence, personnel standards, financial manual and delegation of authority level etc.
4. TNA is conducted with target beneficiaries and market mappings for relocation areas
5. Ensure that all home partners have a well-established support plan based on the template in the operations manual developed in collaboration with partner NGOs and approved in due time
6. Ensure all training and support listed in the plan is provided by partners and HFHC in time and quality
7. Ensure that all beneficiaries listed received support through family follow up methodology
8. Ensure that the target beneficiaries will attend the C-BED and apply it properly with micro-grant from the project
9. Ensure that all documents related training, housing supports, and family follow up must be accessible and filed properly.
10. Develop and maintain good relationship with government agencies, local authorities and other International NGOs, Local NGOs partners and UN agencies.
11. Ensure properly, quality of project products, transparency and timely performance coaching and appraisals for subordinate project staff.
12. Conduct project based line and end line evaluation, monitoring, organize trainings, workshops, develop training tools & materials, and assisting Area Manager in developing further proposal. Independently manage various stakeholders' expectations. Accurate and thoughtful reports are sent on time.

**Skills/Attribute and
Experience**

1. Bachelor degree in development management or program development or other related fields.
2. At least three years of comparable community development and training facilitation experience.
3. Good knowledge and experience in program or project design, planning, implementation, monitoring, evaluation, project financial management and report writing.
4. Previous experience in conducting family selection, household survey, including PRA, PLA, TNA and other surveys.
5. Previous experience in organize and facilitate trainings or workshops, develop training tools and materials.
6. Previous experience in advocacy and networking in an advantage.
7. Self-motivated, possesses a positive outlook, flexible and able to work without close supervision and under pressure.
8. Good English speaking and writing skills. Good communication and presentation skills.

9. Computer proficient in Ms. Word, Excel, Spreadsheet, PowerPoint, Outlook and the Internet.
10. Willing to work flexible hours, travel and work at the field and stay in the community if needed.
11. Must be willing to learn new things for self-development.
12. Driving skill with license.

Supervisor (signature/name): _____

Date: _____

Incumbent (signature/name): _____

Date: _____