



**អង្គការអភិវឌ្ឍន៍ស្ត្រីក្រីក្រក្នុងទីក្រុង**  
Urban Poor Women Development (UPWD)

**JOB ANNOUNCEMENT (URGENT)**

Urban Poor Women Development (UPWD) is a local, non-profit, non-governmental organization working to promote and empower women and youth in urban poor communities in Phnom Penh. Currently, UPWD is seeking a potential candidate to lead and manage in implementation of project Building Disaster Resilient Community in Urban Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) including Emergency Preparedness and Response Plan (EPRP) funded by People In Need (PIN) for 2 position; **Project Officer** 1 position and **Project Field Work** 1 position based in Phnom Penh.

**1. Project Officer Duty (PO)**

He/She will be responsible for the following:

- Manage and implement urban DRR/CCA project in Phnom Penh
- Follow up, monitoring and evaluation including base line and end line of project
- Prepare monthly, quarterly report to Program Manager and donors
- Prepare and monitoring budget implementation
- Communicate with donors and stakeholders
- Lead and manage building capacity on DRR/CCA to authorities and communities through organizing workshop and training.
- Take leading in conducting Participatory Hazard Vulnerability Assessment (PHVCA) in urban context by using Google Earth mapping

**Requirements:**

- At least 2 years experiences on disaster management including DRR/CCA and EPRP
- Smoothly coordinate and collaborate and working with Phnom Penh local authorities and community
- Manage and leading in organize training, workshop, forum and community mobilizing
- Using participatory assessment tools
- Detail plan on monitoring and evaluation
- Able to writing English report to stake holders
- University student or fresh graduate in Social work, environment or related fields
- Ability to use computer Microsoft Office
- Good communication skill
- Excellence to speak and write English language
- Good team work
- Willing to work with urban authorities and community

## 2. Project Field Work Duty (CDF)

He/She will be responsible for the following:

- Support designing and implementation urban DRR/CCA project activity
- Support in follow up and monitoring
- Support team in base line and end line survey and monitoring and evaluation
- Support team in report and case study writing
- Closely coordinate and collaborate with the local authorities and community.
- Support to organize training, workshop, seminar with local authorities and community
- Good Communicate with donors and stakeholders
- Organize workshop, meeting, forum, campaign with authorities and community
- Support conduct PHVCA in urban context by using Google Earth map
- Support other works of PO advice

### Requirements:

- At least 1 year experience working for DRR/CCA and EPRP
- Be able Working with local authorities and community
- Assist Follow up and Monitoring
- Using participatory assessment tools
- Be able to writing English report and Khmer to PO
- University student or fresh graduate in Social work, environment or related fields
- Ability to use computer Microsoft Office
- Good communication skill with Local Authority

### How to apply:

Those interested and potential candidates in this position, please submit to us your CV and cover letter mention your position you apply for and expresses why would you apply in PDF format to the contact details below no later than **28-July-2017, 5:00PM**. No need to send us your scan copy certificate and other documents.

*To: Urban Poor Women Development (UPWD)*

*Att: Mr. Kong Nimol, HR*

*Email: [info@upwd.org](mailto:info@upwd.org)*

*Address: 35AAE0, Street 265, Boeng Salang, Toulkork, Phnom Penh, Cambodia. Tel: 023 99 55 80*

Women and disabled people are encouraged to apply. Only short-listed candidates will be contacted for interview.