

Peace Project assistant

Terms of Reference (TOR)

About KCD

KCD is a non-profit, non-governmental, non-religious, independent local organization that registered in 2005 with the Ministry of Interior of the Royal Government of the Kingdom of Cambodia. KCD's vision is a peaceful developing multicultural society, in which the genuine needs and rights of all stakeholders, regardless their gender, age, ethnicity, religious belief, ability or social status, are recognized, respected, and satisfied, in the respect of the environment.

Since 2006, KCD has been implementing activities focusing on children's rights programs, peace projects and nutrition. In Cambodia, KCD is one of the few grassroots organizations that integrate ethnic Vietnamese as a target group. With a lot of courage and perseverance, we stand up for their interests and lead young generations to an increased exchange and to the pointing out of the danger of stereotypes and exclusion.

Position: Forum Theatre/Peace Project assistant (one-year contract; Sept 2022-Aug 2023)

- Location: Phnom Penh,
- Schedule: full times
- Salary (\$350.00-\$400.00) +benefit

Duties

- To manage and facilitate any activity at target areas.
- To collect data and responsible of primary report writing.
- To conduct and facilitate any project related workshop, training, and meeting.
- To cooperate with project officer to get involve into project implementation.
- To get involve into project planning and implementation.
- To keep good communication with relevant authority to get smoothly support.
- To participate in activities with organization (monthly/annual/staff meetings), participation with other partner organizations, and to assist other projects in the organization when necessary.
- To participate other NGOs/network partner workshops.
- To provide football training to Khmer and Vietnam children and facilitate in football league contest with other partner NGOs and network.
- Non-discriminate on sex, age, nationality, and religion.
- To participate in organizational meetings including reflection meeting with team work.
- To respect and apply organizational by-law, internal rule, and other policies.

Requirements

- Minimum two-year work experience with NGOs in social development and advocacy
- In-depth knowledge of human rights, land rights especially the land issues
- Demonstrated experience in advocacy work

- Demonstrated experience in Project Cycle Management
- Experience of preparing, monitoring and designing budget
- Demonstrated ability to coordinate and maintain professional network with CSOs and government Officials
- Experience of working in team
- Excellent oral and written communication skill both Khmer and English;
- Experience in the usage of computers and office software packages.
- Report writing skill

Application details:

For further information and to submit your application, including a short proposal and CV, please contact **Ms. Na Vany** at na.vany@yahoo.com

Deadline of application is **21st August 2022**