



CHAB DAI COALITION

P.O. Box

1010 Phnom Penh, Cambodia

(+855) 012-481-597

JOB ANNOUNCEMENT

About Us: Chab Dai Coalition is an organization dedicated to the eradication of human trafficking and sexual abuse. As we work to eliminate modern slavery, we also continue to develop relationships with our partners and our community. Founded in 2005, "Chab Dai" means "joining hands" in the Khmer language. Keep reading to see how you might join hands with us in the effort against worldwide oppression.

Mission: We seek to end all forms of abuse and modern slavery globally by building a movement to empower communities, to strengthen systems, and to restore justice and wellbeing with survivors.

Vision: We see a world where communities live in dignity, harmony, and freedom.

Our Core Values:

We are...

1. Collaborative
2. Empowering
3. Learners
4. Responsible
5. Faith-inspired

About the Opportunity

Title: Coalition Project Manager

Starting salary: \$650.00

Based: Phnom Penh, Cambodia with some travels where needed

Reports to: Coalition-Project Manager and is a full-time post.

(Open to national citizens only)

The Cambodian Coalition equips organizations and their staff through training and capacity building, in order to build a stronger community of anti-trafficking practitioners in Cambodia. The aim of our coalition is to see member organizations lead the way forward in raising the standard of care for victims, survivors, and those at risk of being exploited.

As Assistant Project Manager you will be responsible for monitoring project activities, budgets, reporting and the team. You will oversee the life cycle of charter and facilitate collaboration between our members and partners. You will be responsible for accepting new member applications, ensuring Chab Dai Newsletter subscribers receive information updates and job announcements on a weekly basis and assist

www.chabdai.org



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with resource processes. As Assistant Project Manager you will also be responsible for attending external partner meetings and suggest / discuss project activities with the Project Manager.

Organizational Collaboration

Chab Dai's work comprises four main areas of work, or what we are calling "thematic areas." These are: Movement Building, Systems Strengthening, Community Empowerment, and Survivor Restoration. Chab Dai encourages communication between and integration across all areas. The ideal candidate for this position will be prepared to work closely with members of all thematic areas and operating support functions, such as Operations, People & Culture, Finance, and Monitoring & Evaluation.

Key Responsibilities:

- Working closely with the Project Manager and the Project Coordinators to conduct an assessment on the New Member application. Conduct site visits, confirm criteria and make recommendations for consideration by the Member.
- Assist in the identification of gaps and trends within human trafficking and abuse in Cambodia, and make connections between new resources and member programs.
- Assist in planning themes & activities for the Annual Coalition Member Feedback Meeting and the Phnom Penh Annual Coalition Conference.
- Support in developing new proposal documents based on organization strategy, partnering with all relevant stakeholders e.g. member organization project staff, beneficiaries and other related Government departments.
- Send the Chab Dai weekly newsletters to Chab Dai members.
- Provide technical support by updating the Chab Dai Directory and event list.
- Supervise to the Coalition Member Support Officer.
- Schedule meeting and coaching with Coalition Member Support Officer for action items, next steps and review.
- Assist the Project Manager with budget monitoring (monthly, quarterly, semi-and annually) and project activities.
- Assist the Project Manager to produce semi-annual, annual and 3 years report of the Coalition Project.
- Organize regular monthly team meetings to ensure team is tracking towards goals.
- Produce Project videos, post to Chab Dai website, and produce promotion material (Charter, nametag, banner, coupon, certificate, etc).
- Facilitate the charter pre-consultation meeting (if requested).
- Facilitate of Charter Assessment and develop an improvement action plan if needed.



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- Conduct follow-up's / support the charter member based on their self-assessment.
- Oversee regular field visits and provide support to coalition member projects (city, province).
- Attend relevant meetings / networking events with various partners (bridge-building) and communicate important information and resources with members.
- Cooperate with Department of NCCT, MoI for National Workshop or relevance.
- Contribute to the completion of internal and external support.
- Regularly collecting monthly outcome report and track all information into outcome collection form and project master tracking form.
- Contribute the report such as monthly, semi-annual, annual, events, member feedback meeting, conferences and other relevance event reports.
- Attend and participate in Staff Meeting, Staff Care, Peer Group, Monthly Coalition Project Meeting, team reflection/retreat, and annual staff retreat.
- Contribute to the event such as Member Feedback Meeting, Phnom Penh Annual Coalition, Annual Provincial Conference, Learning Group, Charter Feedback meeting and others.
- Any other tasks requested by the Coalition Project Manager.

Key Attributes:

- Team supervision - you will be comfortable leading and managing a team (max. 2 people).
- Confident with data and reporting mechanisms.
- Bias for action and a team champion. Able to work under pressure.
- A credible communicator, able to work with Government officials, donors, partners and members and be happy to network in a variety of events.
- Strong time management skills – the ability to move priorities quickly.
- A strong awareness of the impact of trafficking work and the ability to manage self-care (retreats).
- A natural tutor and facilitator.

Requirements & Qualifications:

- Bachelors and/or Master's degree (Social Work, Psychology or any other related degree)
- 5 years demonstrable work experience, including experience in the INGO/NGO sector with a focus on anti-human trafficking / Human Rights.
- Strong spoken and written communication skills in both English and Khmer, including report writing.
- An understanding of current social issues in Cambodia, including human trafficking and exploitation.
- Strong problem solving, conflict management and critical thinking skills.



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- Well organized and self-motivated – ability to work independently and in a team.
- Ability to work sensitively with people from a variety of cultural, social and organizational backgrounds.
- Good administration and computer skills (Design for Newsletter, video and produce materials).
- Understanding of sound financial processes including operational budgets and recording.
- Committed to the Vision, Mission and Core Values of Chab Dai.

Employee Benefits:

- Holidays (18 vacation days and all Cambodian holidays)
- Leave (Sick, Maternity, Paternity, Special, Without Pay)
- Time Off in Lieu (within one month of overtime)
- Bereavement Payment
- Insurance (health and accident)
- Seniority Indemnity
- Allowance (Transport and phone, periderm)

Interested candidates please submit your updated CV, Cover Letter including your two referees.

to Email address: careers@chabdai.org

Website: <https://chabdai.org/>

By closing date **on Monday, April 22nd, 2024** (This is the first-come, first-shortlisted basis. Please submit the application as soon as possible before the deadline)

Only shortlisted applicants will be contacted for an interview.

Chab Dai Coalition employees at any levels ought to respect and follow Chab Dai Safeguarding Policy and Global Staff Sexual Exploitation, Abuse and Harassment Policy (SEAH Policy)

Chab Dai is an Equal Opportunity Employer as such does not discriminate against employees.

Chab Dai strongly encourage people of all backgrounds to apply, including but not limited to all genders, people with disabilities, people of faith and non-faith, and survivors with lived experience.