



Job Opportunity with Cambodian Rural Development Team

The Cambodian Rural Development Team (CRDT) is a local NGO established in 2001, undertaking community development and natural resource management projects throughout the North East of Cambodia. It has the joint vision of poverty alleviation in support of environmental conservation. The CRDT team has high technical expertise and experience in environmentally appropriate agriculture development, water and sanitation, renewable energy technologies, income generation, and community empowerment. CRDT works in Kratie and Stung Treng provinces in communities along the Mekong, and in the biodiversity conservation zone in Monduliri empowering and mobilising indigenous Phnong.

CRDT thrives to promote sustainable local economic development through implementing the social enterprises including ecotourism and microcredit programs. CRDT is now seeking qualified applicants to fill the following positions:

Title: Project Officer: 1 position

Report To: Project Manager

Work Location: Stung Treng Province

Main Responsibilities:

- Provide technical assistance to activity implementation.
 - Take primary responsibility for ensuring that Project Assistants are working on task and to schedule and are meeting targets set in the work plan.
 - Facilitate the establishment and organization of community base organizations (CBOs).
 - Organize and conduct community meetings /trainings independently.
 - Organize beneficiary selection, support and motivate beneficiaries to implement activities and train beneficiaries in technical activities.
 - Participate in work plan, budget planning and financial management of the project with senior staff.
 - Prepare monthly reports on the CRDT template for Project Manager on the progress activities.
 - Conduct technical components of livelihood activities
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- Organise internal study tours and support Project Manager to organise external study tours.
 - Assist to train new staff and volunteers, in cooperation with other CRDT Field Staff, to participate in CRDT Development Projects

Qualifications and Experience desired:

- University degree, prefer in agriculture or rural development
- At least three years experiences in project management with NGO
- Experience in motivating and empowering communities
- Experience in report writing, budgeting and work plans
- Understanding and sensitivity to issues associated with poverty, conservation and the environment.
- Positive outlook and a problem solving approach
- Good written and spoken English.
- An ability to work under pressure and meet deadlines
- Willingness to live and work in remote rural areas
- Strong personality, ability to work both independently and as a member of a team

Project Assistant: 1 position

Report To: Project Officer

Work Location: Sambour District, Kratie Province

Main Responsibilities:

- Follow up all project activities with all beneficiaries to ensure the success of project implementation
- Assist to prepare and conduct village training/meeting including preparing agenda, attend list, and writing minutes or reports
- Assist project officer to select beneficiary for the project

- Assist your project officer and field coordinator to establish farmer groups following CRDT strategy implantation
 - Conduct project monitoring by interviewing questionnaire as required by CRDT
 - Assist project officer in writing monthly report and assist field coordinator in writing case study
 - Prepare monthly reports, work plan and budget plan for month after on your activities for your project officer/Project Manager
 - Provide technical assistance to beneficiaries in implementation where necessary Facilitate with Project Officers to establish and organize of civil society organizations (CSOs/CBOs)
 - Support and motivate beneficiaries to engage in/complete CRDT activities
 - Educate the community about Climate Change, protecting the environment, waste management and natural resource management through all activities implemented
 - Interact with community members appropriately
- Attend external trainings as necessary as a representative of CRDT and report back to head office and conduct workshops to provide capacity building to other CRDT staff

Qualifications required:

- University degree in agriculture, prefer major in agronomy, animal science or fishery
- At least one year experience in project implementation with NGOs
- Some experience in report writing, budgeting and work plans
- Understanding and sensitivity to issues associated with poverty, conservation and the environment
- Positive outlook and a problem solving approach
- Good English (Preferably)
- Willingness to live and work in remote rural areas
- An ability to work under pressure and meet deadlines
- Strong personality, ability to work as part of a team

Title: Field Officer: 2 position for CRDT-MCA program

Report To: Branch Manager

Work Location: 1 for Stung Treng Province and 1 for Kratie Province

Main Responsibilities:

- Form new groups, enroll (by obtaining inter-se agreement, know your customer card, SHGs and member profile) eligible members who are not part of any other MFI borrowers and facilitate a process to select representatives
- Facilitate the opening of bank accounts with the SHG association for all SHGs
- Maintain and service not less than 50 SHGs linked to credit to the association
- Brief the SHGs about CRDT-MCA products and services
- Coordinate with the Branch Manager in conducting SHG member trainings
- Participate in the group meetings, collect EWS data and submit to Branch Manager
- Conduct meetings of SHGs meeting
- Conduct capacity development training for weak groups
- Assist the process of credit linked to SHGs association
- Assist the SHGs and the representatives to select its members for credit to SHGs association and filling loan applications
- Receive and acknowledge loan applications on behalf of CRDT-MCA
- Conduct screening of the loan applications and recommend to Branch Manager
- Organize the SHG members for the on-site credit rating by the Branch Manager/loan committee check
- Convey reasons for rejection of loan applications to SHGs and assist/guide to rectify shortcomings
- Assemble the SHG members at the branch office for loan disbursement
- Verify utilization of loan fund within 30 days of loan disbursement and submit the utilization certificate to the Branch Manager

Qualifications and Experience desired:

- University degree in business administration, finance and banking, agriculture, prefer major in finance, management, marketing, agronomy, rural development, and animal science or fishery
- At least one year experiences in project implementation with NGOs and MFIs.
- Some experience in report writing, budgeting, work plans and training with communities
- Understanding and sensitivity to issues associated with poverty, conservation and the environment
- Positive outlook and a problem solving approach
- Good English (Preferably)
- Willingness to live and work in remote rural areas
- An ability to work under pressure and meet deadlines
- Strong personality, ability to work as part of a team

Interested candidates are requested to submit applications including a detailed CV, a cover letter addressing the required points, and contact details for 3 professional referees and a contact telephone number to: CRDT Office, Street No. 3, Daun Chhroim village, Sangkat Kratie, Krong Kratie, Kratie province (southern of Pachar Pagoda) or email: recruitment@crdt.org.kh, attention to: Mr. Chann Sarith, Finance & Admin Manager – CRDT, contact numbers 072 6666 771 / 012 866 331.

For email applications please do not attach certificates and supporting documents.

The closing date is **5.30pm** on Friday, **13th February 2015**. All applications will be retained in CRDT. Only short-listed applicants will be contacted for interview.