



**ក្រុមអភិវឌ្ឍន៍ជនបទកម្ពុជា**  
**Cambodian Rural Development Team (CRDT)**  
*Sustainable Development*

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**JOB OPPORTUNITY WITH CRDT**

**ORGANIZATION BACKGROUND:**

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 strong technical expertise and experience in community empowerment, environmentally appropriate agricultural development, income generation, health, wash, nutrition, water and sanitation and renewable energy technologies. CRDT also stimulates sustainable local economic development through its social enterprises which provide ecotourism. 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 is now seeking for qualified people to work with for the following positions;**

**1. Nutrition and Livelihood Project Officer (01 person)**

**Job Title:** Nutrition and Livelihood Project Officer (01 person)

**Reports to:** Project Manager

**Responsible for:** Project Assistant

**Place of Assignment:** Stung Treng province

**Position Purpose:** The Nutrition and Livelihood Project Officer is responsible for the project implementation and monitoring of projects activities within the assigned area as directed by the Project Manager.

**A. DUTIES AND RESPONSIBILITIES:**

1. Familiarise yourself with CRDT Policies, CRDT Development Projects and the project villages CRDT works with.
2. Organise the pre-implementation work of project related to the village assessment, need assessment, baseline survey, project launching and beneficiary selection.
3. Support M&E Officer and lead Project Assistants to interview stakeholders and beneficiaries to monitor and evaluate the project.
4. Take a lead Project Assistants to organize the project events as following;
  - Organize the meeting/training/event materials (agenda, concept note...) and handouts before the events conducted.
  - Facilitate the meeting/training/event as a role of facilitator or trainer.
  - Ensure all action points are recorded keep well by Project Assistant and then consolidate all main points into monitoring sheet.
5. Assist Project Manager to conduct procurement process to comply the financial and donor policy.
6. Interact with community members and local authorities (villager chief, commune and district) appropriately.



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7. Lead the project assistants and project volunteers to do the real demonstration of agricultural field at field office to make sure their understanding and disseminating to project beneficiaries.
8. Educate the community about Climate Change, protecting the environment, waste management and natural resource management through all activities implemented.
9. Assist PM to identify the market development strategies to ensure all potential products in location are linking and meeting the market.
10. Support Project Assistant to follow up and provide additional coach to households due to their action plans which are recorded and held. Then CBOs data will be collected regularly and submitted to project officer.
11. Support Project Assistants to follow up the farmer groups' meeting in monthly to ensure they're well functioned to follow by their by-law and regulation.
12. Consolidate all data collected by Project Assistant and then produce the monthly monitoring sheet sent to Project Manager.
13. Assist Project Manager to do quarterly report, case study and final report to donor.
14. Provide technical support to households on WASH and Health & Nutrition, Home Garden development and off-farm job creation.
15. Make sure all hot issues will be reported to Project manager to solve on time.
16. Collaborate with the government Provincial Training Centers (PTCs), and outstanding/ successful local enterprises to provide (job) market driven (off farm) vocational and basic enterprise management skill training to the targeted households.
17. Collaborate with local enterprises to provide internship/ job placements to the trainees, who choose to be wage-employed.
18. Provide ongoing consultations and follow supports to the target households, including those with low farming productivity, so that they are confident to effectively implement all livelihood- and nutrition-related activities.
19. Attend staff meetings and/or training organised by CRDT as require at the CRDT Head Office.
20. Attend external trainings/workshops if required, being as a representative of CRDT and report back to head office and conduct workshops to provide capacity building to other CRDT staff.
21. Take note and prepare of your own timesheet and prioritized tasks by following the format that CRDT provided in term to control all staff's performances with CRDT.
22. Involve the annual staff's appraisal.
23. Gain specific technical knowledge of construction and installation activities and then train the beneficiaries on construction and installation of activities independently.
24. Train to Project Assistants and Project Volunteers regarding to all necessary formats of the project implementation in the village site.
25. Assist project assistants and project volunteers in establishing farmer groups following CRDT strategy implementation.
26. Attend staff meetings and/or training organised by local partners or other NGOs as require at the CRDT Head Office.
27. Any other duties as requested by the Program Manager.



## **B. QUALIFICATION**

- University degree and experiences relate to rural development, agriculture, WASH, Health and Nutrition, enterprise, food processing, and veterinary.
- At least 3 years' experience in management and supervision of staff
- Experience to works of WASH and Health & Nutrition, well construction and home garden.
- Experience to work with poor households in special children under five household
- Performance to do in team work
- Excellent leadership qualities and communication skills
- Willingness to live and work in remote rural areas

## **2. Nutrition and Livelihood Field Facilitator (02 people)**

**Job Title:** Nutrition and Livelihood Field Facilitator (02 people)  
**Reports To:** Project Officer  
**Responsible For:** Nil  
**Place of Assignment:** Stung Treng province

**Position Purpose:** The Nutrition and Livelihood Field Facilitator is responsible for the project implementation and monitoring of projects activities within the assigned area as directed by the Project Officer.

### **A. DUTIES AND RESPONSIBILITIES:**

- a) Familiarise yourself with CRDT Policies, CRDT Development Projects and the project villages CRDT works with.
- b) Assist Project Officer to organise the pre-implementation work of project related to the village assessment, need assessment, baseline survey, project launching and beneficiary selection...
- c) Involve with Project Officer and M&E Officer to interview stakeholders and beneficiaries to monitor and evaluate the project.
- d) Assist the Project Officer and Project Manager to organise the project events such as meetings, trainings, campaigns...
  - Assist Project Officer to prepare the meetings/trainings materials and handouts before the events conducted.
  - Assist Project Officer and Project Manager to facilitate during training or meetings as an input to lead the meeting successfully and effectively.
  - Prepare meeting minute or training report
- e) Interact and inform the stakeholders or beneficiaries about the project activities and event organizing.
- f) Strong relationship with Health Center Staff and Village Health Support Groups (VHSG) to reduce stunting rates among children under five years of age by increasing production and consumption of nutritious, diverse foods and increasing household income in 35 villages in Stung Treng Province.
- g) Record and hold all action plans whose participants make during trainings or meetings to practice each other.



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- h) Follow up and provide additional coach to households baseon their action plans which are recorded and holded. Then CBOs data will be collected regularly and submitted to project officer.
- i) Make sure all hot issues will be reported to Project officer and Project manager to solve on time.
- j) Follow up the farmer groups' meeting in monthly to ensure they're well functioned to follow by their by-law and regulation.
- k) Assist Project Officer and Project Manager to prepare monthly reports, work plan and budget plan.
- l) Assist Project Officer to prepare the monthly output monitoring sheet
- m) Assist Project Officer and Project Manager to write quarterly report and case study.
- n) Support and motivate beneficiaries to engage to complete project activities.
- o) Provide technical assistant to households on WASH and Health&Nutrition, Home Garden development and off-farm job creation.
- p) Assist implementing activities in CRDT project villages under the direction of Project Manager and Project Officer in cooperation with other CRDT Field Staff.
- q) Involve the annual staff's appraisal.
- r) Interact with community members and local authorities (villager chief, commune and district) appropriately.
- s) Attend staff meetings and/or training organised by local partners or other NGOs as require at the CRDT Head Office.
- t) Any other duties as requested by the Program Manager.

### **B. QUALIFICATIONS:**

- University degree or similar degree of agriculture, public health or rural development
- Excellent leadership qualities and communication skills
- Experience to work with poor households in special children under five household
- Experience to works of WASH and Health&Nutrition
- Willingness to live and work in remote rural areas
- Must familiar with forest and wildlife conservation effort (not eat and trade the timber and wildlife meat).

### **3. Monitoring and Evaluation Officer (01 person)**

**Job Title:** Monitoring and Evaluation Officer (01 person)  
**Reports To:** Livelihood Operational Manager  
**Responsible For:** Project Manager  
**Place of Assignment:** Stung Treng Province

**Position Purpose:** The Monitoring and Evaluation Officer is responsible for monitoring and data management of projects.

#### **A. DUTIES AND RESPONSIBILITIES:**

- Prepare and manage project M&E Plan under supervision of Project Manager
- Assist Project Manager and Project Staff to implement M&E plan
- Design M&E tools and questionnaires to provide support to project team to conduct internal baseline, data monitoring and end-line survey.



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- Design the project data management template to ensure it reflexes to project's log-frame.
- Lead project team to do baseline survey, village assessment, middle and final M&E of project then write those reports by direction of Project Manager.
- Train to all project staff about the M&E format and tools to ensure that they could collect enough information and data to keep in system.
- Update the project data sheet in monthly to report to Project Manager and Program Manager
- Support the Project Manager to write progress report to Government, CRDT and Donor
- Assist Project Manager to monitor and support project staff implement the project activities to ensure all outputs meet the project's goals.
- Make sure all hot issues or information will be reported to Project Manager to solve them on time.

### **B. QUALIFICATIONS:**

- University degree, prefer in project management, agriculture, research methodology
- At least 2 year experience in conducting the survey, research, Project M&E, report writing.
- Good English in special in writing skill
- Performance to do in team work
- Excellent leadership qualities and communication skills
- Willingness to live and work in remote rural areas

## **4. Project Accountant (01 person)**

**Job Title** : Project Accountant (01 person)  
**Reports To** : Finance Officer  
**Responsible For** : Accounting and Admin for Stung Treng Project  
**Place of Assignment** : Stung Treng Province

### **A. DUTIES AND RESPONSIBILITIES:**

- **Accounting**
  1. To assist the project team on the budget request and clearance expenses
  2. Check and review all invoices, receipts, Advance, request and clearance from staff.
  3. Preparation and organization to file of all financial documentations related to the project activities of CRDT as assigned and submit to Finance Officer.
  4. Preparation and disbursement of financial to Project Field Staff for project activities.
  5. Preparation and disbursement of payments to suppliers, tax department and salaries for CRDT Staff.
  6. Assister Finance Officer on follow up Account Receivable, Account Payable, Staff Loan, and Advance and make reconciliation in a Monthly basic.
  7. Maintain all Petty Cash and Cash in Bank of all projects assigned and preparation the cash count and bank reconciliation every month.
  8. Daily preparation and recording all financial transactions in Cash Book of each project as assigned.



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9. Daily posting all financial transactions into financial system (QuickBook).
10. Prepare monthly financial report as the Bank Book, Monthly Expenditure, Bank Reconcile and budget control for all project as assigned to project manager.
11. Assist the Finance Officer as needed with the preparation of Quarterly Financial Reports for CRDT Donors as to their specifications.
12. Assist the Finance Officer as needed with the preparation of the final annual financial report disclosing all CRDT Financial transactions.
13. To Assist Project Manager, Finance Manager in any work related to the project.

**- Administration:**

1. To responsible with the HR and Admin Manager in any event arrangement at the field office
2. To maintenance and update of all inventory in field office and report to HR and Admin Manager
3. To responsible on payment of office support/stationary/utilities and field office facilities
4. To responsible on field office maintenance
5. To support to the project team on any letter delivery and event arrangement

**B. QUALIFICATION**

1. University degree in the field of Finance/Accounting, Business Administration or relevant field
2. Computer literacy (Quickbook, MS. Office, Outlook, e-mail, etc.)
3. At least 1 years of working experiences in accounting or finance/admin
4. Good attitude, honesty, commitment, and friendly, good interpersonal skill and team work preferable
5. Good English speaking and writing skills  
Willing to learn new things and to have a genuine interest in the field of finance and admin work.

**5. WASH Field Facilitator (01 person)**

**Job Title:** WASH Field Facilitator (01 person)

**Reports To:** Project Officer

**Responsible For:** Nil

**Place of Assignment:** Stung Treng province

**Position Purpose:** The WASH Field Facilitator is responsible for the project implementation and monitoring of projects activities within the assigned area as directed by the Project Officer.

**A. DUTIES AND RESPONSIBILITIES:**

- Interaction with local communities and local authority (village and commune level).
  - Assist Project Officer to cooperate with PDRD and PDoEYS to provide capacity building to local focal persons such as Commune Focal Person (CFP) and Village Focal Person (VFP).
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- Assist Project Officer to cooperate with PDRD and PDoEYS to conduct CLTS, BCC and School WASH triggering and post follow-up triggering.
- Follow up and coach to CFPs and VFPs to improve local people's behaviour in WASH and Sanitation practice.
- Follow up directly households on their community sanitation plan
- Collect all relevant data to Project Officer and especially assist CFPs and VFP to prepare their progress report in village level to ensure all relevant data reported.
- Assist Project Officer to prepare the work plan and budget plan.

### **B. QUALIFICATIONS:**

- Bachelor's degree in Rural Development / Environmental Education / Public Health.
- At least 2-year experiences and skills in supervision in WASH and Hygiene by using 3 approaches of CLTS, BCC and School WASH.
- Experience in coordination and supervision of sanitation and household refuse/waste management using community based approaches.
- Must be willing to work in a changing the local behaviour in hygiene and sanitation practice.
- At least 5-year experiences and skills in supervision the project team to work with remote community, poor households and local authority (commune, district, provincial department and provincial government).
- Experience in designing and implementing WASH and Sanitation facilities to adapt the local people need, like latrines, hand washing and water treatment.
- Must familiar with forest and wildlife conservation effort

**How to Apply:** Applicants should send their CV, 3 professional references, and a covering letter to;

CRDT: HR & Admin office

Email: [nchhay@crdt.org.kh](mailto:nchhay@crdt.org.kh)

Tel: 023 218 039/012 903 248

Deadline: **November 10, 2017**

Address: #132C, St.135, Sangkat Phsar Doeum Thkov, Khan Chamkarmon, Phnom Penh.