



## Job Announcement

Banteay Srei (Citadel of Women) is a registered Cambodian NGO. Banteay Srei evolved from the International Women's Development Agency (IWDA), an Australian NGO. Since 2000, Banteay Srei has become a leading Cambodian NGO in the areas of women's social and economic development through enhancing women's leadership and economic empowerment in rural areas, strengthening women's participation in local community development processes, promoting gender equality and women's rights, and addressing gender-based violence. **Banteay Srei is seeking highly qualified and dynamic international and national volunteers to fill the position of Report Writing, Data Analytics, Program Management and Human Resource.** Positions will be based in **Phnom Penh** with travel to provincial offices in Battambang and Siem Reap as necessary.

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**The Volunteer of Report Writing** will work closely with the new Executive Director, Provincial Managers and Team Leaders. The Volunteer will provide assistance with the development of annual narrative reports for individual donors, creation of new grant proposals, and the annual global report.

### **Responsibilities:**

- Review quarterly and six-month projects and global narrative reports for BS and provincial levels.
- Review report templates by each donor and BS global report format.
- Review final strategic plan evaluation and the report of BS organizational assessment and OD plan.
- Consolidate Siem Reap annual narrative reports for each project and global (provincial report).
- Review and comments on Battambang and Presh Vihear annual narrative project and global provincial reports.
- Strengthen those three provincials' projects and global reports to make BS yearly reports for specific project funding and core fund. Submit to ED and MC for their review, comments, and approval. These reports are required to complete which following to the agreed deadline between BS and each donor, within January 2019. These reports are required to produce in the English language.
- Outline new grant proposals in partnership with other local NGOs
- Serve as a public representation of Banteay Srei at partner workshops and outreach events

### **Qualifications:**

#### **a) Education**

- A minimum of a bachelor's degree in development related subjects, preferably Sociology, Communication, or Business Administration
- Competency in both quantitative and qualitative research methods.

#### **b) Skills/Experience**

- Experience in the management on report writing or monitoring & evaluation.
- Demonstrated experience in mentoring and coaching on report writing and documentation of success story/best practices during this period.
- Strong and passionate about gender equality and women empowerment
- Excellent English in writing, speaking and listening
- Computer Word and Excel, PowerPoint.
- Sensitivity in working with multiple cultures and beliefs, and to gender equity
- Ability to be self-directed, creative, take initiative and anticipate changes that can affect the organisation's activities.
- Ability to perform tasks in accordance to Banteay Srei organizational values.

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**The Volunteer of Data Analytics** will work closely with the new Executive Director, Provincial Managers and Team Leaders. The Volunteer will provide assistance with the continued monitoring and evaluations of ongoing projects and current situation of Cambodian women while managing the collected data and organizing baselines.

### **Responsibilities:**

- Create qualitative and quantitative methodologies for conducting thorough baselines.

- Manage the collection of baseline data for annual reports and new grants
- Consolidate Siem Reap, Battambang, and Presh Vihear data to ensure validity and direction of Banteay Srei provincial activities
- Identify new areas for capacity development based on need
- Manage online data collection system and provide technical assistance for program management
- Develop and engage in public forum discussions to determine areas of improvement

**Qualifications:**

**a) Education**

- A minimum of a bachelor's degree in development related subjects or informational technology, preferably International Development, Computer Science, Business Informational Technology, or Mathematics
- Competency in both quantitative and qualitative research methods.

**b) Skills and experiences**

- Experience in monitoring and evaluation of development programs
- Good analytical and IT skills
- High quality oral and written communication skills
- Excellent English in writing, speaking and listening
- Demonstrable competencies in management of M&E systems
- Good knowledge of program cycle management
- Computer skills especially statistical analysis using SPSS, Excel
- Ability to produce high quality and timely reports
- In-depth knowledge of participatory research tools and methodologies

**The Volunteer of Program Management** will work closely with the new Executive Director, Report Writer, Provincial Managers and Team Leaders. The Volunteer will provide assistance with the development of activities at the provincial level to empower Cambodian women and encourage social accountability.

**Responsibilities:**

- Provide logistical support for the 3 field offices and ensure program organization
- Assist in the creation and implementation of activities outlined in narrative reports
- Coordinate data collection and report writing to ensure updated annual donor reports
- Review quarterly and six-month projects and global narrative reports for BS and provincial levels.
- Serve as a public representation of Banteay Srei at partner workshops and outreach events

**Qualifications:**

**a) Education**

- A minimum of a bachelor's degree in development related subjects, preferably International Development, Sociology, Industrial and Systems Engineering, Business Administration or Human Resources
- Competency in both quantitative and qualitative research methods.

**b) Skills/Experience**

- Logistical knowledge for organization and program management
- Background in process improvement
- Demonstrated experience in mentoring and coaching on report writing and documentation of success story/best practices during this period.
- Strong and passionate about gender equality and women empowerment
- Excellent English in writing, speaking and listening
- Computer Word and Excel, PowerPoint.
- Sensitivity in working with multiple cultures and beliefs, and to gender equity
- Ability to be self-directed, creative, take initiative and anticipate changes that can affect the organisation's activities.
- Ability to perform tasks in accordance to Banteay Srei organizational values.

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**The Volunteer of Human Resources** will work closely with the new Executive Director, Report Writer, Provincial Managers and Team Leaders. The Volunteer will provide assistance with the administration of staff, communication, website management, and community outreach initiatives.

**Responsibilities:**

- Ensure website organization and updated information.
- Provide logistical support for the 3 field offices and ensure program organization

**Qualifications:**

**a) Education**

- A minimum of a bachelor's degree in Human Resource Management, Business Administration, Law, Communication, Psychology or another related field
- Knowledge in law/legal compliance is an advantage.

**b) Skills/Experience**

- Experience in Human Resources (Policy, Payroll, Performance or Conflict Management)
- Computer Skills including Excel, Word, Internet & Email, and another HR Software
- Background with website management, specifically HTML code and cPanel admin
- High quality oral and written communication skills
- Background in process improvement
- Strong and passionate about gender equality and women empowerment
- Excellent English in writing, speaking and listening
- Ability to be self-directed, creative, take initiative and anticipate changes that can affect the organisation's activities.
- Innovation, creativity conceptual strategic thinking.
- Ability to work independently as well with teams.