



## SILAKA Job Description

<b>Position Title</b>	Capacity and Organization Development Specialist (CODS)
<b>Report to</b>	Project Manager
<b>Supervise</b>	Local Partner (LNP)
<b>Contract Duration</b>	1 year (possibility to extend)
<b>Position Location</b>	Phnom Penh
<b>Overall Responsibilities:</b> S/he is responsible for overall assessment of training need of partners and volunteers, develop curriculum/manual and deliver training to relevant to different partners and volunteers.	

**Monthly salary range: \$ 800-1,100**

### Background

SILAKA Organisation was incorporated as a non-political, non-sectarian local Cambodian NGO in January 1997 registered with the Ministry of Interior. SILAKA's core mission is to identify and provide quality programmes and training opportunities for individuals and organisations. As a leading capacity building organisation, SILAKA offers high quality training and consulting services. SILAKA works to strengthen the capacity of local civil society, private and government institutions through linkages, education and training in core office skills and concepts (administration, management and finance) as well as participating or developing and implementing projects that advance transparent and accountable organisational and institutional growth.

### Tasks and responsibilities:

#### 1) Training and Development

- Develop and propose the methodology and work plan for conducting training needs assessments (TNA) of the five Local NGOs Partner (LNP);
- Review national Gender Equality and Women Empowerment (GEWE) related policies and strategies, national development plans, and relevant sectoral policies and strategies that contribute and relate to the GEWE institutional framework;
- Interview stakeholders and program staff to identify staff and institutional/organizational capacity development needs a technical expertise needs as well as leadership needs and responsibilities at national and sub-national levels for mainstreaming Gender Equality in sectoral and cross-sectoral policies to strengthen Women citizen Leadership and youth capacity in holding Commune Committee on Women and Children (CCWC) accountable;
- Assess training needs, based on the TNA as well as CLOSE GAP experiences and other initiatives and by drawing lessons and best practices from them, in order to identify staff capacity development and skill gaps as well as the type of training needed, leading to the preparation of a capacity development or training needs report;
- Lead the development of training curriculum with innovative and effective learning methodologies and learning materials for training to partners and staff;
- Coordinate and/or facilitate trainings based on the results from TNA;
- Develop tool for class assessment and incorporate them in the next curriculum or training; and
- Conduct reflection meeting to seek improvement to meet targeted audiences;



### 2) Financial Management:

- Oversee the development of budget and planning for overall training activities;
- Oversee the implementation of financial transaction of training activities of the project with Finance Department; and
- Review and supervise the financial transaction and report to Project Manager.

### 3) Communication with key Government agency, donors and with the public:

- Represent SILAKA in meeting with sub national government;
- Speak on behalf of SILAKA with media outlets on issues related to the job specification and SILAKA's missions;
- Participate with other CSOS on join initiative and project;
- Participate in national and regional platform to discuss on the situation and context of the country;
- Monitor SILAKA activities compliance with policy and donors;
- Submit 3-month work plan and cash flow needs to the Project Manager, and
- Other task as assigned by Project Manager.

### Minimum Requirements

- University degree in development studies, governance, management, organizational development, gender studies or a related field;
- At least ten years of relevant experience in management in the public or private sector, capacity development, organizational development or food security/policy analysis and research;
- Prior relevance of experience in assessing institutional/organizational capacity development needs, technical expertise gaps, training needs, and Gender Equality and women em information and data needs
- Be a Cambodian citizen with at least 5 years experiences managing training activities to actors in development field, preferably in the non-profit sector;
- Shown ability and fluent in women rights and advocacy at the national and regional level;
- Knowledge of the government agencies and women machinery; and
- Possess leadership ability to motivate and supervise staff, and facilitate partners to meet project goals;
- Excellent presentation and communication skills with local community, CSO colleagues' leaders, government agencies and donors' communities and network;
- Working Knowledge on basic financial management; and
- Fluent in speaking, writing and reading and report writing in Khmer and English;

---

### ADDITIONAL INFORMATION

- SILAKA does not charge a fee at any stage of the recruitment process (application, interview, processing).
- SILAKA is committed to non-discrimination and sexual harassment free workplace.
- Women are strongly encouraged to apply.



## SILAKA Job Description

---

- For other issues, visit the SILAKA employment website: [www.silaka.org](http://www.silaka.org)

---

### HOW TO APPLY

To apply for the position, must submit a cover letter, with SILAKA's job application form, and a **most** updated CV to [silaka@silaka.org](mailto:silaka@silaka.org) by **Feb 11, 2019** or until position is/are filled.

Shortlist of applicants will be notified by the mid of Feb 2019. Only shortlisted candidates will be contacted for the job **interview**. Successful applicants should be able to start working as soon as possible.

---

*Before applying, please make sure that you have read the requirements for the position and that you qualify.*