



SILAKA Job Description

Assistant to Youth Coordinator

As of 08 August 2018

Summary Responsibility:

Position Title	Assistant to Youth Coordinator (AYC)	Over all Responsibilities
Responsible to	Youth Coordinator	S/he is responsible to support the youth coordinator in overall management, development, implementation, networking and directly supervise all activities under the youth component of CLOSE GAP Project.
Supervise		

Detail Tasks:

1. Implement the project activities in youth component to meet the project goals and objectives;
2. Report to Youth Coordinator on result, challenges and lesson learnt of youth activities
3. Support Youth Coordinator to collect data and harvest result of youth activities to fill-in monitoring and evaluation system;
4. Documented youth success story and share with communication and Networking and Advocacy Officer;
5. Assist youth coordinator in mobilizing, recruit and mentoring youth in 5 target provinces;
6. Build a good relationship with youth and difference stakeholders engage in project;
7. Assist youth coordinator in initiate and facilitate the development of youth training and youth outreach activities;
8. Follow-up with youth groups in implementing the small grants;
9. Report the result, challenges and lesson of youth activities to project manager;
10. Assist youth coordinator to Initiate and organize youth reflection meeting; and
11. Other task assigns by youth coordinator and project manager.

Key skills and qualifications:

1. Be a local applicant with at least 2 year experiences in working with youth and project implementation, preferably in the non-profit sector;

2. Has at least a graduate degree or comparable experiences in the field of the social sector;
3. Shown ability in understanding gender issue and youth empowerment;
4. Knowledge of the government agencies and women machinery;
5. Must be honest and believe in gender equality and human rights;
6. Show ability to conduct and facilitate activities and financial planning;
7. Possess leadership to work as team and facilitate youth's actions to meet project goal;
8. Excellent presentation and communication skills with local community, youth, CSO colleagues, and local officials;
9. Ability to solve problems in their work, not limited to logical reasoning, analysis, critical thinking, making decision and risk mitigation; and
10. Fluent in speaking, writing and reading and report writing in Khmer and English and women are encouraged to apply.

To apply for the position, please send in cover letter, with a filled SILAKA job application form, and a most update CV to silaka@silaka.org by August 31, 2018 or until position is/are filled. Short list of applicants will be notified by the mid of September 2018. Successful applicants should be able to start working by the beginning of October 2018.