



## **SILAKA Job Description**

### **Capacity and Organizational Development Specialist**

As of Aug. 8, 2018

#### **Summary Responsibility:**

<b>Position Title</b>	Capacity and Organization Development Specialist (CODS)	<b>Over all Responsibilities</b> S/he is responsible for overall assessment of training need of partners and volunteers, develop curriculum and manual relevant to different partner and volunteers, and training with other staff.
<b>Responsible to</b>	Project Manager	
<b>Supervise</b>	N/A	

**Monthly salary range: \$1,000-1,200**

#### **Detail Tasks:**

- *Overall tasks and management*
  1. Develop tools, protocol and work plan for TNA as in the TOR .
  2. Adapt and organize plan to conduct the TNA with Stakeholders;
  3. Research on available curriculum and training materials from different agencies and adapt training curriculum according to the result of the TNA;
  4. Coordinate plan with sub grantee and program staff to plan for training methodology and session plan;
  5. Draft hand out manual in term of booklets for partners activities implementation;
  6. Produce work plan on a bi weekly basis;
  7. Solve problems including both program, projects and staff as they arise;
  8. Develop tool for class assessment and incorporate them in the next curriculum or training;
  9. Conduct reflection meeting to seek improvement to meet targeted audiences;
- *Financial Management:*
  1. Oversee the development of budget development and planning for overall training activities;
  2. Oversee the implementation of financial transaction of training activities of the project with Finance Department;
  3. Review and supervise the financial transaction and report to Project Manager;
  4. Review Financial transaction of all training activities routine tasks;

- *Communication with key Government agency, donors and with the public:*
  1. Contact person with key government agencies;
  2. Represent SILAKA in meeting with sub national government;
  3. Spoke on behalf of SILAKA with media outlets;
  4. Participate with other CSOS on join initiative and project;
  5. Participate in national and regional platform to discuss on the situation and context of the country;
  6. Monitor SILAKA activities compliance with policy and donors;
  7. Submit 3 months work plan and cash flow needs to the Project Manager, and
  8. Other task as assigned by Project Manager.

### **Key skills and qualifications:**

1. Be a Cambodian woman with at least 5 year experiences managing training activities to actors in development field, preferably in the non-profit sector;
2. Has at least a recognized university degree or comparable experiences in the field in the social sector field;
3. Shown ability and fluent in women rights and advocacy at the national and regional level;
4. Knowledge of the government agencies and women machinery;
5. Show ability to conduct and facilitate project and financial planning;
6. Possess leadership ability to motivate and supervise staff, and facilitate partners to meet project goals;
7. Ability to interpretation of policies and bylaws of the organization to meet the legal framework in Cambodia;
8. Excellent presentation and communication skills with local community, CSO colleagues' leaders, government agencies and donors' communities and network;
9. Knowledge on basic financial management;
10. Ability to work in team spirit;
11. Fluent in speaking, writing and reading and report writing in Khmer and English; and
12. Project Manager.

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](mailto: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.