



VACANCY ANNOUNCEMENT

We are seeking a dynamic and professional Cambodian to fill the following position:

Job Title: Program Officer
Position status: One-year contract with potential extension
Place of Assignment: Phnom Penh (With occasional travel to the fields and overseas)

Position Purpose:

The Program Officer (PO) is a core member of Disability Action Council (DAC) Team who will work with the team to ensure the effectiveness of the program implementation within DAC and partners. PO will perform various tasks including project designing, policy development, proposal development, monitoring and evaluation, regular report writing, organizing event such as meetings, workshops, conferences, trainings and to ensure of work plan implementation of each unit; capacity building, data gathering in both national and sub national. PO will engage with internal staff of DAC and all relevant stakeholders and line ministries in both national and subnational level.

Qualifications:

- Bachelor Degree in Development, Law or Political Science, Public Policy or other relevant qualification.
- Minimum 5 years working with INGO/NGO and government
- M&E and Report writing skill
- Policy Development and implementation
- Experience in project cycle management and contract compliance and proposal development.
- Experience in advocacy, communication and/or campaigns, research, policy analysis
- Knowledge in national and international policies and laws related to disability.
- Excellence inter-personal and leadership skill
- English proficiency

Full Job Description can be viewed/ downloaded from: www.dac.org.kh

Application Procedure:

Please send your resume and cover letter along with minimum expected salary via email to meas_ratha@dac.org.kh. Only shortlisted applicants will be notified. The position is opened for national applicant. **People with disability are strongly encouraged to apply.**

Deadline of application: 15th March 2016

For further support, please contact our administration at: **Tel: +855 (23) 727 428**