



JOB ANNOUNCEMENT – Project Officer (ILAB/B-UP)

Handicap International - Humanity & Inclusion (HI), founded in 1982 in Cambodia and working today in more than 60 countries, is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. HI works alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. The organization is one of the few specialized actors on disability that implements programs across various sectors, including physical rehabilitation, health, livelihood, demining, education, support to OPDs and policymaking.

HI put specific emphasis on working directly with national and local organizations including OPDs and Civil Society Organizations (CSOs), authorities, and institutions to ensure a better impact toward the sustainability of our actions.

In Cambodia, HI currently implementing 6 projects in Phnom Penh for national-level activities and provincial-level activities in Kampong Cham, Tboung Khmum, Takeo, Prey Veng, Kratie, Siem Reap, Monduliri, Ratanakiri, Battambang, Pailin, Kampong Speu and Preah Vihear.

- 1) **SHARE Project:** Support a holistic approach for the rehabilitation of adults and children with disabilities. Component - Inclusive Education & Rehabilitation. Funded by MAEE LUX (Jan.2018 - Dec.2027).
- 2) **ATscale Project:** Strengthening government capacity in increasing access and improving management of Assistive Technology (AT) services in Cambodia. Component – Mobility (Rehabilitation). Funded by UNOPS/ATscale (Mar.2023-Feb.2026).
- 3) **ACCESS-2:** Improving quality & inclusive rehabilitation services in Kampong Cham province. Component – Rehabilitation. Funded by DFAT/ACCESS-2 (Sep.2024 – Jun.2028).
- 4) **VA (CfRIV):** Improving physical rehabilitation services to support an integrated approach to Victim Assistance. Funded by UNDP (Sep.2024 – Aug.2025).
- 5) **DARM:** Supporting long-term development and risk management of the Cambodian Self-Help Demining Organization. Funded by US-PM/WRA (Feb.2021 - Jan.2025).
- 6) **ILAB (B-UP):** Bridging Barriers and Unlocking Potential (B-UP), Improving Access to Decent Work for People with Disabilities. Funded by US-DOL/ILAB (Jan.2025 – Jun.2029).

HI is recruiting one qualified candidate to fulfill the following post:

- Position: **Project Officer (ILAB/B-UP)**
- Location: **Phnom Penh** (with regular travel to the provinces)
- Contract Type: **Fixed Duration Contract (FDC)**
- Contract duration: **53 months (until 30.06.2029)**
- Working Schedule: **Full time (40 hours per week)**
- Expected starting date: **February 2025**
- Salary and Benefit Package: Salary rank starting from **USD 839** (based on the experience) and other benefits are in accordance with HI Cambodia remuneration policy.

General mission

Depending on the organisation and modalities of the project, the Project Officer reports to the ILAB/B-UP Project Chief of Party (Consortium Coordinator), the project officer contributes to the implementation of the mandate and the 10-year strategy of Humanity & Inclusion in the country where s/he is based. The project officer contributes to the implementation of his/her project, ensuring the optimal quality and the impact of the project. S/he works closely with the programme technical team.

Funded by US-DOL, the Bridging Barriers and Unlocking Potential (B-UP) Project is a 54-month project that aims to increase the responsiveness of Cambodian Organizations of Persons with Disabilities (OPDs) and their key stakeholders to labour exploitation and barriers that impede access to decent work. HI is leading the project, in partnership with the International Labour Organization (ILO) and Cambodian Disabled People's Organization (CDPO).

Line Manager: Chief of Party (Consortium Coordinator)

Duty Station: Phnom Penh, with travel to other HI areas of intervention

Missions / responsibilities (*)

Mission 1: Operational implementation

Responsibility 1: Contribute to project planning and implementation in line with the existing frameworks

- Contribute to planning and preparing activities, tools and the associated resources, and implement the action plan in conjunction with the support services and the technical unit.
- Ensure that activities are implemented and that resources are correctly allocated as authorized by the line/project manager.
- Ensure regular reporting of activities, and contribute to the internal and external reporting as requested by the line/project manager.
- Contribute to identifying areas of the project in which adjustments are required and put forward adaptations to the line/project manager.
- Contribute to the drafting of amendment requests when asked by the line/project manager.
- Contribute to coordination with the local stakeholders and to monitoring the partnership relationship with the project partners.
- Ensure that project documents and information are properly archived.

Responsibility 2: Contribute to project monitoring, evaluation, accountability and learning

- Contribute to project monitoring, specifically activity progress indicators and the expected outcomes.
- Contribute to project evaluations at the request of the line/project manager, and ensure that project evaluation recommendations are followed.
- Contribute to the setup and smooth running of accountability mechanisms.
- Contribute to project learning.

Responsibility 3: Ensure project data management

- Ensure that the appropriate data collection and management tools are in place and are used correctly on the project, in line with global standards.
- Collect and compile project-related data in the relevant database.

Responsibility 4: Contribute to the coordination of project teams

- As authorized by the line/project manager, facilitate coordination meetings between the project teams and the support services located in the area when necessary.

- Ensure that the project teams and the support teams (shared and technical services, in particular) work well together in order to facilitate the implementation of the project in the country.
- Under the guidance of Line/project manager, ensure coordination with all partners involved in the project / consortium members, and ensure effective communication mechanisms.

Responsibility 5: Contribute to external project communication

- Contribute to HI's external influence by taking part in networks, when required.
- Communicate about the project to partners, authorities and stakeholders when relevant.

Mission 2: Emergency Preparedness and Response

- Contributes to the SEA region and Cambodia's emergency preparedness actions and, in an emergency situation, adapts working methods to contribute to an effective humanitarian response from HI.

Specific mission: In addition, the Project Officer may undertake any other duty requested by his/her line manager that may be required for the service.

Experiences and Qualifications:

- Minimum of two years of experience in project management and implementation of projects with partners.
- At least bachelor's degree in public policy, international development, social science, anthropology, education, economics, or related field is preferred.
- Minimum of one year experience working on projects that address labor-related issues, including forced labor and child labor and/or disability rights.
- Demonstrated experience in establishing and maintaining systems for supporting project operations.
- Ability to maintain working relationships with all project stakeholders and effectively facilitate partnerships between them.
- Experience in working with local authorities, OPD's, CSO's will be considered as a key asset.
- Experience in working with vulnerable groups and people with disabilities is required.
- Strong negotiation and communication skills are required, especially in collaborative settings with multi-disciplinary teams and colleagues.
- Adaptive to evolving contexts and intercultural environments.
- Proficient in English & Khmer with excellent reading, writing, listening & speaking capacity.
- Capable of producing clear, concise and responsible communication suited to the interlocutor.

Application process:

HI is committed to equal employment opportunities for all applicants. HI is committed to the principle of diversity and particularly welcomes applications from people with disabilities and women.

The successful applicant will be expected to comply with HI's Code of Conduct; Child Protection Policy; Policy on Prevention from Sexual Exploitation and Abuse; Anti-fraud, bribery, and Corruption Policy; and Disability, Gender, and Age Policy.

Applications must be submitted by the **14th of January 2025 at 5 PM Cambodia time** by addressing position title **Project Officer (ILAB/B-UP)** and should include a cover letter addressing the requirements together with a curriculum vitae (maximum of 4 pages), current photo, names and contacts of two professional references (preferably from line managers) that can support your application.

The position will be closed once a candidate has been identified. Only short-listed candidates will be contacted for an interview. All application documents will be treated confidentially and will not be returned.

Applications are invited to submit their applications by email: recruitment@cambodia.hi.org

Or hardcopy by addressing to:

HR Department

G17 Floor (G1711-13A), GIA Tower, Sopheak Mongkul Street, Diamond Island, Sangkat

Tonle Bassac, Khan Chamkamon, Phnom Penh, Cambodia.

P.O. Box 586, Telephone: +855 (0) 23 217 300, Website: www.hi.org

Women and people with disabilities are strongly encouraged to apply.

Please provide details in your application form / cover letter if there is any specified support in terms of disabilities needs.