



## **JOB ANNOUNCEMENT – Technical 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: **Technical 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 1,116** (based on the experience) and other benefits are in accordance with HI Cambodia remuneration policy.

## General mission

Under the responsibility of the ILAB/B-UP Project Chief of Party (Consortium Coordinator), the Technical Officer (TO) contributes to the implementation of HI mandate and 10-year strategy (expressed in StratOp) in the country where s/he is based. He/she contributes to the implementation of projects by providing technical expertise and by ensuring that the quality and impact of the project(s) concerned are optimized. The Technical Officer works in close collaboration with the program's technical team. He/she is responsible for the training, support and advice of the Project Technical Agent (PTA) so that the PTA properly achieves his/her technical activities.

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: Providing guidance and technical support to projects in accordance with the technical frameworks and general standards of his/her sectoral scope

- Provide appropriate technical guidance and support to project leaders and/or specialists.
- Ensure project(s) activities are implemented in accordance with internal quality and technical standards and propose adjustments or improvements as necessary.
- Adapt project documentation as required, in accordance with global technical standards and norms.
- Contribute to the regular reporting of technical activities of its scope (collection and analysis of technical data collected) in conjunction with the project team and the MEAL team.
- Where appropriate, coordinate and collaborate with the project's technical partners as delegated by the Specialist or Line/Project Manager.

### Mission 2: Providing project-based technical learning

- Ensure global and field technical specialists get the information they need and collaborate with technical divisions as needed.
- Collect the elements necessary for capitalization exercises or scientific documentation.
- Contribute to technical learning under the responsibility of the specialist or line/project manager, based on best practices.
- Responsible for the technical learning of projects based on lessons learned and good practices
- Adjust activities to audit recommendations as appropriate.
- Implement recommendations to improve the technical quality of projects.
- Ensure the technical quality and relevance of project activities implemented within their area of expertise; conduct self-evaluation of their project and participate in evaluation cycles under the supervision of the line manager (CoP).
- Taking ownership of norms and standards anticipates and prepares for nexus adjustments.
- Propose research and study topics.
- Oversee data collection for research activities.
- Contribute to the terms of reference for evaluations.

### Mission 3: Contributing to the animation of his/her sector

- Contribute to technical recruitment.
- Contribute to or lead the technical training required in his or her field.

- Contribute to the skills upgrading plan for professionals in its sector and may be a third-party assessor.
- May contribute to the development of a local talent pool within his/her sector (conducts technical interviews of candidates and makes recommendations, identifies training and coaching needs).
- Assists in coordinating technical professional development and facilitating a community of practice, in collaboration with the technical division. Conducts technical trainings for staff as appropriate.
- Contribute to the design and collection of operational data to ensure adequate monitoring of activities or ad hoc data collection activities, and ensure appropriate measurement of project completion in his/her area of expertise.
- Ensure that data processing is established and carried out in accordance with the rules and principles set by the IM/MEAL and by the technical councils of the sector of expertise.

**Mission 4: Contribute to ensure the technical influence of HI on its perimeter**

- Contribute to the outreach of HI expertise: can represent HI technical expertise by delegation in relevant local, regional and international networks and with local partners.
- Where appropriate, coordinate and collaborate with the project's technical partners as delegated by the Specialist or Line/Project Manager.
- Relay and contribute to advocacy messages within its scope of work.
- Write new project content for the continuity or expansion of the project within its technical scope.
- Contribute to the writing of new proposals for new opportunities within its technical scope.

**Mission 5: Emergency Preparedness and Response**

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

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

**Experiences and Qualifications:**

- Minimum of 4 years of professional 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 2 years' of technical experience working on projects that address labor-related issues, including forced labor and child labor and/or disability rights.
- Demonstrated technical capacity & experience in establishing and maintaining systems for supporting project operations, and ability to maintain working relationships with all project stakeholders.
- 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 technical, 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 **14<sup>th</sup> of January 2025 at 5 PM Cambodia time** by addressing position title **Technical 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](mailto: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](http://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.***