



CAMBODIAN HIV/AIDS EDUCATION AND CARE

VACANCY ANNOUNCEMENT

The Cambodian HIV/AIDS Education and Care (CHEC) is local non-governmental organization working in areas of HIV/AIDS Education, Youth and Gender Based Violence against Women and girls and Improving Nutritional Status of Children Using Positive Deviance Approach.

Currently, CHEC is seeking applications from Cambodian candidates for the position of **Field Officer**. This is a full time position, for a period of one year, based in Srey Santhor District of Kampong Cham Province.

Responsibilities:

- a. Mapping and updating relevant GBV prevention and response actors in focus areas (who, what, where).
- b. Collect monthly data from CBEs and compile the report sending to Program Manger
- c. Conduct monthly home visit with CBEs in providing counseling to GBV survivors and perpetrators.
- d. Establishing reporting and monitoring to ensure coordination of efforts and activities of CBEs.
- e. Assisting to program manager in creating tools for the collection and analysis.
- f. Gathering GBV data as needed and Data management of GBV cases.
- g. Assisting to program manager in the training with CBEs and others stakeholders as needed.
- h. Coordinating GBV activities in the field and acting as technical support to CBEs.
- i. Address problems of GBV implementation for both challenges and solutions during meeting with stakeholders.
- j. Doing the MSC every 6 months related with GBV project for both positive and negative.
- k. Other administrative works

Skills and Qualifications required:

1. High school, or project management
2. Ability to respond to multiple deadlines at once
3. Reliable and trustworthy person with good communication and interpersonal skills
4. Must have a good attention to details
5. Good listener and understanding with high responsible and flexible person and careful with confidential information.
6. Ability to use computer in Microsoft Words and Excell.etc.
7. Ability to work effectively as a member of a team

Interested candidates should send their detailed resume with a cover letter to CHEC office #163G, Street 230, Sangkat Boeung Salang, Toul Kork, Phnom Penh or email to chec@online.com.kh
Terms of Reference for this position are available at CHEC website www.checcambodia.org

Please note that only short listed candidates will be contacted for interviews.

Deadline for submitting application is 17 November 2017.