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## JOB DESCRIPTION

### ACCESS Program Coordinator

#### ABOUT US

With more than 30 years of experience, Cowater is Canada's global leader in management consulting services specializing in international development. Cowater is managing the Australia-Cambodia Cooperation for Equitable Sustainable Services (ACCESS) Program. ACCESS is a three-year (2018-2021) Australian Government initiative to improve the sustainability, quality and inclusiveness of services for persons with disabilities and for women affected by gender-based violence (GBV) in Cambodia. ACCESS reflects Australia's strong commitment to supporting human rights, gender equality and disability-inclusive development in our region. ACCESS works in partnership with the Royal Government of Cambodia to support the implementation of the National Action Plan to Prevent Violence Against Women (NAPVAW) and the National Disability Strategic Plan (NDSP).

#### SUMMARY OF POSITION

Cowater International Inc. is recruiting a **Program Coordinator**. This position is reporting to the Disability Lead, the Program Coordinator will support the implementation of all interventions relevant to the ACCESS Disability workstream, while collaborating with other ACCESS Technical Areas, including GBV and Public Financial Management (PFM). The Program coordinator will provide implementation, coordination, monitoring and administrative support to the Program team and will work closely with each of the Technical Leads, the Monitoring, Evaluation and Learning (MEL) Manager as well as the Team Leader.

#### KEY RESPONSIBILITIES

##### Monitoring and Evaluation (Approximately 30% of time)

- Support the collection and analysis of sex- and age-disaggregated data to input into the program monitoring and evaluation system:
- Support to grantee programs and government institutions in M&E, including preparing M&E system and tools, planning and M&E implementation:
- Compile and analyse M&E information from disability workstream grantees:
- Monitor activities of grantees through regular field visits and communication;
- Ensure that grantees' interventions are contributing to the overall program objectives;
- Coordinate research and analysis, including the engagement of external technical experts and researchers, as necessary, and quality assuring all outputs;
- Support annual planning process: and

- Support facilitation of six-monthly reflection and refocus process.

### **Coordination and Administrative Support**

- Assume responsibility for day-to-day management of initiatives under the Disability workstream, with punctual support to the GBV and PFM portfolio;
- Support organization of internal (Team) and external meetings and workshops (e.g., quarterly Disability workstream meetings) including preparation and dissemination of meeting materials, presentations, and other secretariat functions;
- Collaborate with the Communications and Learning Officer in the production and dissemination of program communications materials;
- Coordinate with Operations and Finance team to provide required program-related information for financial reporting and budgeting;
- Support the Disability Lead and MEL manager in annual planning process;
- Coordinate the development of technical outputs, including contributing to reporting, documentation of lessons learnt, as directed by the Disability Lead; and
- Perform other duties as requested in support of the effective implementation of the Disability, GBV and PFM portfolios.

### **Grant Management and Stakeholder Coordination Support**

- Support Disability Lead in liaison with government counterparts in MOSVY, DAC and occasionally MEF;
- Support linkages with other relevant line Ministries such as Ministry of Health, Ministry of Labour and Vocational Training and Ministry of Interior;
- Support engagement of DPOs and grass root civil society organisations in the Program;
- Support Disability workstream grantees to develop their annual planning, and reports;
- Support management of sub-contracts and grant agreements related to Disability initiatives, ensuring compliance with program operating procedures and donor requirements; and
- Provide grantees with information and support as needed.

### **Support to Technical Assistance and Capacity Building**

- Develop awareness raising and staff training materials to raise awareness on issues of Disability Inclusion and Gender Equality and ensure that they are integrated into programming;
- In collaboration with the Technical Leads, conduct Disability Inclusion and Gender Equality training for the program team and other stakeholders; and
- Participate in team meetings and workshops, providing input into the design and implementation of program initiatives, where appropriate.

## JOB REQUIREMENTS

### Education:

- Postgraduate qualification in a relevant area such as social sciences, or development studies.

### Minimum Experience:

- Minimum 5 years working in relevant thematic areas, including in project management and/or monitoring and evaluation

### Essential Skills:

- Demonstrated understanding of the complexity of social service delivery for vulnerable groups and/or local governance in Cambodia;
- Demonstrated experience in implementation of monitoring and evaluation activities for large development programs
- Strong liaison building skills with a variety of stakeholders, including experience working with government partners
- Strong skills in capacity building and facilitation
- Excellent written and verbal communication skills in English and Khmer;
- Ability to work as part of a team, in collaboration with other technical experts and independently, as required; and
- Experience working with NGOs, CSOs, grassroots organizations in service delivery and/or advocacy is a strong asset.

Job Location : Phnom Penh, CAMBODIA

Schedule : Full-Time

Salary : As per experience and salary grid

Closing Date : October 21, 2019

How to apply : Please send your cover letter and CV to [jobs@accesscambodia.org](mailto:jobs@accesscambodia.org) and call to 012 876 549 if you have any question regarding to the application.

Cowater International Inc. promotes equal opportunities for all. We welcome and encourage applications from women and from persons with disabilities. Candidates are encouraged to apply before the closing date provided as applications will be assessed as they are received. Only applicants shortlisted for interview will be contacted.