

## **Job Vacancy: Program Coordinator - Livelihoods Disability Action Council**

The Disability Action Council (DAC) is the semi-autonomous national coordinating body of the disability sector.

The DAC is seeking a suitably qualified Cambodian national for the position of Program Coordinator for Livelihoods. The Coordinator works closely with the Ministry of Social Affairs, Veterans and Youth Rehabilitation and the Ministry of Labour and Vocational Training, and with NGOs and disabled people's organisations to increase income generation opportunities for all people with disabilities to reduce poverty and to ensure that disabled people can lead independent lives alongside others in society.

Principal tasks include

1. Facilitating coordinated planning, development, monitoring, evaluation and reporting of programs for income generation for people with disabilities
2. Facilitating an exchange of information, skills, knowledge and experience between stakeholders working on vocational training, income generation and poverty reduction for people with disabilities
3. Contributing to reviews of current service provision and practice in income generation for people with disabilities;
4. Contributing to DAC information and awareness raising activity including annual report, reports to donors, newsletters, website, information days and events
5. Representing the DAC at local, national and international forums and meetings as required.

### Job Requirements

- At least 3 years experience in relevant project and/or program management;
- Degree level qualification in business, development, social science, public policy or related subject;
- Good spoken and written English;
- Excellent two-way communication skills to a range of audiences;
- High level of computer literacy and knowledge of Microsoft Office programs;
- A commitment to addressing the needs of people with disabilities;
- Good knowledge and experience of working with Government;
- Knowledge of donor agencies and their requirements and expectations;
- Ability to produce quality work under pressure
- Proven experience as a capacity builder or in training delivery;
- Ability and willingness to work proactively as a team leader and team member

### How to Apply

Interested candidates please send a CV and cover letter indicating their suitability for the post to the address below. A competitive salary will be offered based on qualifications and experience. Persons with disabilities and women are strongly encouraged to apply. Closing date for applications is 5pm on July 4th. Please note that the interview and selection process for this position will take place on Tuesday July 15<sup>th</sup>.

### Contact Details:

#86, Street 99, Sangkat Phsar Deom Thkov, Khan Chamcar Morn,

P.O. Box: 115, Phnom Penh

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For further details and full job description please go to DAC website: **[www.dac.org.kh](http://www.dac.org.kh)**