

Job Description
Program Coordinator for Inclusive Education
Based in Phnom Penh

Organization Profile:

The Disability Action Council (DAC) was established in 1997 as the national coordination and advisory mechanism on disability issues, and was stipulated in the Law on the Protection and the Promotion of the Rights of Persons with Disabilities, signed by His Majesty King Norodom Sihamoni of Cambodia on July 3, 2009.

Main Responsibilities

1. Managing, planning, monitoring, evaluating and reporting of sectoral and cross-sectoral programs relating to the rights and needs of children with disabilities
2. Facilitating regular Children with Disabilities Committee meetings, National Forums on Inclusive Education
3. Developing and maintaining accurate and up-to-date knowledge and information about the activities of DAC members and other organizations which impact on children with disabilities
4. Facilitating an exchange of information, skills, knowledge and experience between stakeholders working with and for children with disabilities
5. Working with Ministry of Education, Youth, and Sports (MoEYS) and other ministries on the development and implementation of national policies to ensure their policies and practices reflect the rights and needs of children with disabilities
6. Working with MoEYS, NGO members and partner organizations to identify capacity building needs and opportunities and participating as a capacity developer in DAC supported programs
7. Working with Special Education Office (SEO), Education Management Information System (EMIS), the National Institute of Statistics and other government agencies on collection and analysis of information concerning children with disabilities
8. Supporting working groups of representatives of DAC members and others to complete specific tasks and projects
9. Contributing to reviews of the suitability and appropriateness of service provision by both existing and potential service providers
10. Producing monthly activity and progress reports based on agreed plans and objectives
11. Contributing to DAC information and awareness raising activity including annual report, reports to donors, newsletters, website, information days and events including international day for persons with disabilities
12. Contributing to the preparation of DAC strategic plans, work plans, and project funding proposals
13. Representing the DAC at local, national, and international forums and meetings as required.

Qualifications:

Required

- 1- At least 3- year experience in project and/or program management
- 2- At least 3-year service of working with government at national level
- 3- At least a bachelor degree majoring in education, childhood development or related disciplines
- 4- Fluent in speaking and writing English
- 5- Excellent two-way communication skills to a variety of audience
- 6- Computer literate such as Ms Office, Internet & Email
- 7- Strong interest and commitment to address the needs of persons with disabilities
- 8- Facilitation & presentation skills, experience of conducting meetings and organizing national workshops

Preferred

- 1- Knowledge of donor agencies
- 2- Ability to produce quality work under pressure
- 3- Proven experience as a capacity builder or in training delivery
- 4- Ability and willingness to work proactively as a team leader and team member
- 5- Good interpersonal skills & sense of creativity
- 6- Willingness to work in a dynamic team
- 7- Knowledge of inclusive education, education system of Cambodia and global trend of education
- 8- Sound knowledge and working experience with disability
- 9- Sound experience of curriculum development