Sipar is a NGO that has been working in partnership with the Ministry of Education since 1993 with the mission to promote and develop reading through 4 main programs: develop school libraries in primary schools, as well as of the Reading for All, Communal Educational Services Development and publishing books in Khmer with focus on the youth. Sipar seeks a suitable candidate to fulfill the following vacancy based in Phnom Penh:

**Operation Manager, Publishing Program**

**Key Activities:**

Working within the Publishing team and under the authority of Sipar’s director in collaboration with the Finance and Administration team, the Operation Manager’s role will involve the following tasks:

- Coordinate the Editorial and Commercial teams on working planning, tasks and achievement,
- Coordinate the administrative and financial aspects of these two departments,
- Plan the yearly budget of the Publishing Program in link with the director, finance manager and board members,
- Reporting (monthly, quarterly and yearly) of the working progress including production activity, sale incomes and expenses,
- Participate in the elaboration of Sipar’s books Sale strategies and coordinate the implementation of daily sale,
- Contribute in the analysis of the market, competitors, sale and distribution channels, and propose relevant actions to reinforce the long term development of the Publishing activities,
- Be in charge of the internal communication of the Publishing program,
- Participate in the analysis of needs in term of trainings and human resources development among the Publishing Program team,
- Participate in activities related to book promotion and sale (book fairs and others),
- Join other tasks when needed.

**Profile:**

- Nationality: Cambodian
- University degree
- Minimum 5 years working experiences required, preferably in a field related to Human Resources, Finance & Accounting, (Social) Business development, Sales & Marketing, Innovation and other related fields,
- Computer science - be able to use tools (Office, Data analyses),
- Good in general culture, communication, critical thinking, ability to work within a team and on own initiative, willingness to learn and assume responsibilities,
- Good in English, French speaking would be a real asset,
- Real interest for books and reading.

Salary range is 1000$ plus other incentives.

If you are interested in applying for this position, please send your CV and cover letter at the following address:

**SIPAR**
9, street 334, Beung Keng Kong 1, Khan Chamcarmorn, Phnom Penh
visitez le site : www.krousar-thmey.org

Huot Socheata, Publishing Program Manager I Email: socheata.huot@sipar-cam.org / promotion@sipar-cam.org

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