JOB DESCRIPTION

Project Assistant for Library Learning Center Project in garment factories

Sipar is a French NGO, partner of the Ministry of Education, Youth and Sports and other ministries, working in the education and reading development field in Cambodia. For the library learning center project in garment sector, Sipar is seeking a person to fulfill the position of “Project Assistant”. The position is based in Phnom Penh with travels in provinces.

Roles and Responsibilities

- Regularly and closely follow-up the functioning of each Library learning Center (LLC)
- Valorize the functions of the library learning center as a vital place for social and educational development of the workers in collaboration with factories
- Propose the organization of the promotion activities to increase the number of users and borrowers of the LLC
- Work closely with the librarians and the project manager and CWPD team to organize the LLC promotion sessions and to organize awareness sessions on social topics
- Identify the needs of each LLC and the needs of each librarians in terms of the LLC management and books supply and in link with the project manager of each factory
- Follow-up and support the opening of literacy class, the number of teachers trained, the number of students enrolled and write reports
- Facilitate the skill exchanges between all the librarians and project managers of factories in order to push the use of the LLCs and the use of the related services provided by the LLC (social topics, literacy class)
- Attend monthly meeting of the project team to propose realist solutions for each LLC in difficulty and make planning accordingly
- Provide supports to the LLC Project Manager in terms of reporting, organizing steering committee’ meeting and field visits by partners and donors of the project
- Perform other tasks as required

Qualifications and required experiences

- Khmer national
- At least have a bachelor’s degree in any fields: literature, communication, business administration
- Have worked and knowledge in the industry world or garment sector
- Have at least 3 years experiences working with an NGO (local or international)
- Have a good facilitation skill
- Have a good command of English. Speaking French is a real plus.
- Proficiency in Microsoft Office including Word, Excel, PowerPoint and Outlook
- Honest, flexible and open-minded
- Be able to work under time-constraints and pressure
- Be able to work in a team

Salary range: 500$-600$ (based on experience) per month plus other social benefits.
Application deadline: 25 February 2019

Interested candidates must send their CV and cover letter to: sothea.sin@sipar-cam.org. Only shortlisted applicants will be contacted for interview.
For more information: www.sipar.org