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ADHOC

សហគមន៍ការពារសិទ្ធិមនុស្ស និងអភិវឌ្ឍន៍នៅកម្ពុជា Cambodian Human Rights and Development Association

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JOB ANNOUNCEMENT

Deputy Head of Women's and Children's Rights Section

ADHOC'S WORK

The Cambodian Human Rights and Development Association (ADHOC) is an independent, non-partisan, non-profit and non-governmental organisation that works to address the absence of basic rights, freedoms and liberties in Cambodia by providing people with knowledge and understanding of human rights, law and democracy, and how to defend their rights and freedoms. ADHOC is comprised of two sections - the Human Rights and Land Rights Section, and the Women's and Children's Rights Section. It operates across Cambodia from a Central Office in Phnom Penh and 21 provincial offices.

The Human Rights and Land Rights Section handles complaints of human rights abuses, such as extrajudicial killings, illegal arrest and detention, torture, impunity, or violations of fundamental freedoms of expression, assembly and association. In addition, the section handles cases of land and natural resource rights violations, including those concerning land grabbing, forced evictions, Economic Land Concessions (ELCs), Social Land Concessions (SLCs) and destruction of natural resources. The Women's and Children's Rights Section addresses violations concerning gender-based violence, including domestic violence, rape, trafficking in persons, and migrant abuse. Each section undertakes three key types of activities, including a) provision of direct legal and other support to survivors of human rights violations and their families; b) empowerment and capacity-building activities to enable people to defend their rights; and c) advocacy at the local, national and international levels.

The Head Office is seeking a **Deputy Head of Women's and Children's Rights Section** to supervise and support activities of the Women's and Children's Rights Section.

YOU WILL BE ENTITLED TO THE FOLLOWING BENEFITS

- An annual bonus of up to one month's salary;
- Seniority payment is provided in accordance to the Labour Law;
- Annual salary increment;
- Pension fund;
- Monthly mobile phone allowance for employees;
- Employee training and development opportunity;
- Fully paid maternity leave;
- Paid sick leave;
- Annual leave and national holidays in accordance to the Prakas of the Ministry of Labour and Vocational Training;
- Annual Health Check-up Package and 24-hour accident insurance;
- Working hour accident insurance (NSSF);
- Other benefits.

DUTIES AND RESPONSIBILITIES:

- Perform a series of key roles in the absence of Head of Women's and Children's Rights Section.
- Take part in developing new programs to support the strategic direction of the organization.
- Assist Head of Women's and Children's Rights in creating and managing long-term goals.
- Get involved in developing the budget and operating plan for the program.
- Assist Head of Women's and Children's Rights to develop an evaluation method to assess program strengths and identify areas for improvement.
- Participate in writing program funding proposals to guarantee uninterrupted delivery of services.
- Ensure goals are met in target areas such as beneficiary group, satisfaction, safety, quality, and team member performance.
- Implement and manage changes and interventions to ensure project goals are achieved.
- Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
- Prepare technical work in order to monitor women's and children's and community strengthening.
- Monitoring, investigating, and providing intervention in serious cases.
- Take part in producing accurate and timely reporting of program status throughout its life cycle.
- Provide information related to human rights and legal situations to journalists (occasionally).
- Liaise and attend meetings with national and international NGO networks.
- Maintain working relationship with other government institutions.
- Working on strategy in collaboration with the communication team.
- Assist Head of Women's and Children's Rights to take lead in organizing workshop on March 8, press conferences and other programs in collaboration with the team.
- Perform any other related duties that may be assigned by Head of Women's and Children's Rights.

QUALIFICATION REQUIREMENTS:

To be able to carry out the above responsibilities, the Deputy Head of Section should have the following capabilities:

- Hold a Master's degree in law or related field.
- At least five years of relevant experience with NGOs, preferably with proven experience in program management, stakeholder management skills, and team building.
- A strong understanding of the human rights and democratic situation in Cambodia and human rights mechanisms.
- Ability and confidence to address and respond to risks and challenges.
- Excellent organizational and time-management skills, and an ability to balance competing deadlines.
- Fluency in spoken and written Khmer, and strong competency in spoken and written English.
- Demonstrated effective verbal and written communication skills, including report writing.
- Strong interpersonal skills and work ethics.
- Understanding of project management.
- Experience using computers for a variety of tasks.
- Competency in Microsoft applications including Word, Excel, and Outlook.

SALARY AND CONDITIONS:

ADHOC is able to offer a gross monthly salary of **US dollars 850** (plus bonuses and allowances). We are seeking candidates who are willing to commit to the role for a minimum of one year.

HOW TO APPLY:

Interested and qualified candidates should submit a cover letter which addresses the essential qualifications and experience and a CV including two references. Applications should be submitted by **5:00 Pm, 20 September 2024** via e-mail to recruitment@adhocbodia.org or personally to ADHOC's Head Office.

Only short-listed candidates will be contacted. ADHOC may begin to conduct interviews on a rolling basis, prior to the closing date.

Only national candidates will be considered for this position. ADHOC is an equal opportunity employer. We highly encourage qualified women, minorities, and individuals with disabilities to apply.