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ADHOC

សហគមន៍ការពារសិទ្ធិមនុស្ស និងអភិវឌ្ឍន៍នៅកម្ពុជា Cambodian Human Rights and Development Association

ផ្ទះលេខ៣ ផ្លូវ១៥៨ ឫទ្ធាភ្នំ ភ្នំពេញ កម្ពុជា សង្កាត់បឹងកេងកង ខណ្ឌដូនពេញ ភ្នំពេញ, N° 3, St 158 Oukha Troeung Kang, Boeng Raing, Daun Penh, Phnom Penh.
Tel: (+855-23) 218 653 / 210 518 / 990 544 P.O. Box: 1024 P.O, Box 20 at CCC, E-mail: info@adhoccam.org
Website: www.adhoccam.org, Facebook Page: www.facebook.com/adhoccam, Twitter: www.twitter.com/adhoccam

JOB ANNOUNCEMENT

Head of Women's and Children's Rights Section

ADHOC's Work

The Cambodian Human Rights and Development Association (ADHOC) was founded in December 1991 after the signing of the Paris Peace Agreements. ADHOC is an independent, non-partisan, non-profit and non-governmental organization. ADHOC's vision is a society that respects human rights and law. For more than 30 years, ADHOC has worked 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, with a headquarters 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 Central Office is seeking a **Head of Women's and Children's Rights** 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 with 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 with 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.

I. FUNCTIONS /KEY RESULTS EXPECTED:

As the Head of Women's and Children's Rights, you will manage and support activities of the Women's and Children's Rights Section. She/he is responsible for organising programs and activities for our organisation, developing programs to support the organisation's strategic direction, creating and managing long-term goals. She/he will be mainly in charge of developing budgets and operating plans for programs and writing program funding proposals.

II. DUTIES AND RESPONSIBILITIES:

- Organizing programs and activities in accordance with the mission and goals of the organization.
- Developing new programs to support the strategic direction of the organization.
- Creating and managing long-term goals.
- Developing a budget and operating plan for the program.
- Assisting in developing an evaluation method to assess program strengths and identify areas for improvement.
- Participating in writing program funding proposals to guarantee uninterrupted delivery of services.
- Managing a team with a diverse array of staffs and lawyers' talents and responsibilities.
- Ensuring goals are met in areas including beneficiary group satisfaction, safety, quality, and team member performance.
- Implementing and managing 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 to monitor women's and children's and community strengthening.
- Collect information and prepare survey data for on-demand reporting.
- Monitoring, investigating, and providing legal intervention in serious cases.
- Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
- Make statements and press conferences.
- Participate in producing accurate and timely reporting of program status throughout its life cycle.
- Developing Thematic Report on the situation of human rights and women's issues.
- Provide information related to human rights and legal situations to journalists (occasionally).
- Liaise and attend meetings with national and international NGO networks.
- Work relationships with other government institutions.
- Working on strategy with the communication team.
- Take lead in organizing a workshop on March 8, press conferences, and other programs in collaboration with the team.
- Prepare monthly time-sheet.
- Conduct annual staff appraisal.
- Perform any other related duties as assigned by the line supervisor.

III. QUALIFICATION REQUIREMENTS:

To be able to carry out the above responsibilities, the Head of Women's and Children's Rights should have the following capabilities:

- 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 organisational 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\$1,000 (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 not exceeding two pages which addresses the essential qualifications and experience, their CV with two references, and a copy of their certificates in one pdf document. The application should be submitted no later than 31 December 2024, by 5:00 p.m. via e-mail to recruitment@adhocbodia.org or personally to ADHOC's Central Office in Phnom Penh. Only short-listed candidates will be contacted. ADHOC may begin to conduct interviews on a rolling basis, prior to the closing date.

ADHOC is an equal-opportunity employer. Qualified women, minorities and people with disabilities are strongly encouraged to apply. Candidates must hold citizens or permanent legal residents of the host country.