



## **Job Announcement**

### **Position: Program Manager**

YFP is a local non-profit organization based in Phnom Penh of Cambodia. We work with young people on peace education, conflict resolution, leadership for youth initiatives and reconciliation program on the past of the KR. More information about YFP, please visit our website: [www.yfpcambodia.org](http://www.yfpcambodia.org).

Youth for Peace is currently looking for one suitably qualified and motivated Cambodia national candidates to fulfill the positions as Program Manager. The positions will be based in Phnom Penh and occasionally travel to provinces to monitor project activities. Below are the criteria and responsibilities of the position:

#### **Qualification**

- Diploma (at least BA) in social science, law, related fields, or related skills
- At least 3 year experience as a project officer and 2 year experience as supervisor
- Experience in peace building and in working with youth
- Willing to work for social change
- Able to work in cross cultural situations and pressure
- Able to speak and write in English and Khmer
- Be honest, open mind, reliable, self-motivated, and have good communication skills
- Has good skills in analyzing and summarizing information
- Has knowledge of YFP program and strategy
- Experience in curriculum design and training
- Experience in management level and supervision and social situation analysis skills
- Experience in budgeting and reporting skills
- Monitoring and evaluation experience
- Interpersonal skills

#### **Roles and Responsibilities**

- Ensure the effectiveness and the quality of the program
- Support all project officers in implementing their projects and events
- Coordinate the process of different projects
- Submit the draft program to executive director for approval
- Collecting and writing program and annual reports

Interested candidates should submit their applications, including CV and Cover letter to YFP administration office with attention to Executive Director of Youth for Peace. Please contact us through house #4-6 Street 513 Sangkat Boeungkok I, Khan Tuolkork, and phone number: (855-23) 881 346. The application should be submitted no later than January 17<sup>th</sup>, 2011 by 4:30PM.

YFP Application form and detailed job description are available at [www.yfpcambodia.org](http://www.yfpcambodia.org)