



This Life Beyond Bars Program (TLBB)

This Life Cambodia (TLC) is seeking to employ six new staff members in varying roles to implement and develop the AusAID funded This Life Beyond Bars program (TLBB). These positions will begin immediately and will be a one year renewable contract. The positions are based in Siem Reap and Banteay Mancheay but you will be required to travel to rural areas as well as other provinces. TLC is focused on developing educational and sustainable development projects that directly benefit the lives of children and their communities in rural Cambodia. We believe education enables children to develop the essential skills needed to make positive changes in their lives and break free from poverty. Our strategy is to improve the quality of life for underserved and vulnerable groups in Cambodia.

The aim of the TLBB is to address the educational rights of children (or children whose care giver is) in conflict with the law, and to promote and defend these rights.

The position: Vocational Training Officer Banteay Mancheay Province x1 and Vocational Training Officer Siem Reap Province x1

Job category: Community Development – Legal – Human Rights

Job location: Siem Reap. Please note the Banteay Mancheay Local Governance Site Leader will be based in Siem Reap, with an extended stay in Banteay Mancheay at the commencement of the project.

Job Schedule: Full-time

Purpose: To oversee and manage the Vocational Trainers; provide one on one support to program participants; work with families who have a child in prison and monitor family visitations. Reports to the Local Governance Site Leader.

Job Description:

1. Strong commitment to child protection and safety.
2. Oversee vocational training and alternative activity for minor prisoners in SR prison.
3. Organise module and lesson plan for vocational activity with vocational trainers.
4. Collect attendance data from vocational trainer.
5. Help trainers conduct examinations to check student level and progress quarterly.
6. Monitor individual progress/development of each beneficiary including; student reactions, one on one follow up, family reaction, personal development, Risk

- management and any issues or incidents.
7. Prepare filing system for vocational training activity.
 8. Organise children's family for visitation.
 9. Conduct interview of beneficiaries, compile data and report.
 10. Provide consultations to beneficiaries to promote reintegration into family, other NGOs and society.
 11. Locate families and/or identify alternative guardians if necessary.
 12. Establish good relationships with other NGOs and communities.
 13. Maintain regular and good communication with the prison authority, other NGOs and government departments.
 14. Monitoring and regular reporting to management.
 15. Assist in preparing annual plan and budgets for TLBB projects.
 16. Prepare TLBB project monthly report and assist in information gathering for the quarterly update of donor reports, end of year report and other reports.
 17. Identify and implement improvements to help the project achieve its objectives.
 18. Actively promote child safety and child protection.
 19. This position may also require the undertaking of additional jobs on request by the TLC director or Program Coordinators.

Job Requirements:

- Bachelors Degree in related field (Community Development, Education, Social Work)
- Minimum 2 years work experience in developing vocational training program.
- Proven experience implementing sustainable vocational training program.
- Experience working with vulnerable families using case management.
- Excellent communication and evaluation skills.
- Self-motivated and ability to work independently as well as in a team.
- Excellent organisation skills including the ability to multi-task.
- Strong work ethic and demonstrated accountability.
- MS-Office and Internet Skills.
- Has excellent spoken and written Khmer and English.
- Ability to travel frequently and work in rural areas.

Desired:

- Current driver's license.

Application Information: Interested candidates please submit a cover letter, CV and relevant certificates using the contact details below.

Closing Date: 28th December 2011

Salary range: \$200 – 260/month, based on applicant skill level.

Cambodian Nationals Only. Women are strongly encouraged to apply. Only shortlisted candidates will be notified. The applicants are kindly requested to visit our website: www.thislifecambodia.org for further information on our current programs/projects.

Preferred contact method: Via email: vocationaltrain@thislifecambodia.org

Please mark the subject field as: Application – TLBB Vocational Training Officer Application

Or send to: PO Box 93190, Siem Reap, Cambodia.

*Please note, if you wish to apply for more than one position, please indicate your job preference in your cover letter.