



JOB ADVERTISEMENT

PART A: General Information

Position title:	Dream Management Project Officer
Location/Based at:	Varin District, Siem Reap Province, Cambodia
Responsible to:	Community Outreach Program Manager

PART B: About PEPY Empowering Youth

PEPY Empowering Youth’s vision is that Young Cambodians are empowered to pursue careers that improve the quality of their lives.

The mission of PEPY Empowering Youth is to work with young Cambodians and connect them to the skills, opportunities, and inspirations needed to reach their potential.

At PEPY Empowering Youth, we believe that education is the key to sustainable change and we recognize and emphasize the importance of holistic development programs. Our programs work in concert with one another, both in and out of the classroom, to create an atmosphere where education becomes both valued and valuable.

PART C: RESPONSIBILITIES

General tasks and responsibilities will include, but will not be limited to the following:

- Facilitate Dream Management Class for grade 10, 11 and 12
- Design teaching materials and develop detailed lesson plans for dream classes
- Develop yearly activities and a budget plan for Dream Management Project
- Keep a track record of students’ attendance, grade, or time etc. for Dream Management Class.
- Provide training and coaching on facilitation skills to high school teachers.
- Observe high school teachers who provide soft-skill sessions to students.
- Design and coordinate assessment of students’ progress in soft skills such as confidence, leadership quality, self-esteem etc.
- Follow yearly activity plan for Dream Project for example skills fair arrangement, sharing events.
- Keep and further build good relationships with the school principal and teachers
- Announce dream class to all grades 10, 11 and 12 students before the classes begin each year.
- Arrange Dream Class schedule with the principal
- Build new networks with companies, university, school, and NGOs for future partners attending in skills fair event

- Spending money according to the budget in a timely manner for example requesting material for dream class

PART D: Required Skills and Experience:

- Bachelor's degree in Education, Management, or any other relevant field
- Experience working in education or youth empowerment, relevant experience in Cambodia STRONGLY desirable
- Talented in facilitating, providing fun learning environment
- Proven commitment to education and youth empowerment
- Willingness to spend significant amounts of time in rural areas
- At least 2-year experience coordinating or facilitating
- Ability to communicate with people from a range of backgrounds
- The ability to analyze and write project reports in English
- Must be open to learn for self-development and project improvement
- Highly fit with PEPY Empowering Youth core values and believe in PEPY Empowering Youth's philosophy.

Additional Requirements and Skills

- Applicant must be living in Siem Reap, or, have ability to relocate to Siem Reap
- Have driving license
- Demonstrated proficiency in Microsoft Office (Word, Excel)
- Foreign language proficiency

PART E: Salary and Benefits Scale

- Salary and benefits commensurate with skills and experience

Interested applicants should submit a cover letter and CV at PEPY Empowering Youth Office: #N28, St. Neak Poan, Trapang Ses Village, Sangkat Kok Chork, Siem Reap Town/Province or send email to apply@pepyempoweringyouth.org before **September 5th, 2019**. Only shortlisted candidates will be contacted for an interview.