



JOB ADVERTISEMENT

PART A: General Information

Position title:	Scholarship Project Officer
Location/Based at:	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:

- Select new scholarship students properly according the procedures
- Organize parent meeting and integration days for new students by inviting inspirational speakers to come and share
- Coordinate with the appropriate clinic and arrange students to examine their health
- Conduct a monthly meeting with the students and their house representatives to update about their living and eating
- Connect students with specialist mentors and help them arrange the meeting schedule and place
- Connect or place student with job/internship opportunities
- Seek for opportunities or events where possible for students join
- Produce yearly activities and budget plan on time with right standard
- Organize a meeting with teachers/professors related to students' concerns about their studies
- Help and support students to implement their projects in community
- Execute all activities in the yearly activities plan

- Make the connection with relevant stakeholders to advance further opportunities for students
- Monitor students' income, working environment, and feelings once they get obtain a job
- Coordinate with Programs Team to conduct survey with employers where our students work to get their feedback about students in order to improve project and training courses

PART D: Required Skills and Experience:

- Bachelor's degree in Education, Management, or any other in relevant field or those who have relevant experience in youth leadership.
- Experience working in education or youth empowerment, relevant experience in Cambodia STRONGLY desirable
- Proven commitment to education and youth empowerment
- At least 1-year experience coordinating or facilitating
- Ability to communicate with people from a range of backgrounds
- Fluent in Khmer; high level of English written communication skills
- 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 or 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.