



លើកកម្ពស់យុវជន
Empowering Youth

PEPY Empowering Youth Job Announcement

Position title:	Incubator Officer
Location/Based at:	Siem Reap Province, Cambodia
Responsible to:	Incubator Manager

Thank you for your interest in applying to PEPY Empowering Youth! Our vision is to see young Cambodians with the capacity to pursue careers to 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. We believe that education is the key to sustainable change and recognize the importance of the holistic impact of development programs. Our programs work in concert with one another, both in and out of the classroom, to create an atmosphere where education becomes valued and valuable.

Roles and Responsibilities (Incubator Officer):

- Working full-time or part time (depending on the week and work plan devised between you and the Incubator Manager)
- Finalize the curriculum for the Incubator in partnership with the Incubator Manager, by connecting with trainers and research incubator courses online to plan each module in detail.
- Use PEPY's resources and participant entry scores to develop an ICT course for incubator participants focused on the basic skills they need to participate in the start-up course.
- Provide Saturday ICT courses for youth participants who need to increase the competency in ICT
- Work with the Incubator Manager to recruit incubator participants and mentors.
- Support the Incubator Manager in covering the main course content.
- Manage the Calendar and bookings for incubator trainers and meetings to assist the Incubator Manager in their scheduling.
- Work in partnership with the Incubator Manager to design surveys to conduct regular feedback sessions with the participants to change or improve the curriculum.
- Write regular reports for incubator donors and submit them to the Incubator Manager.
- Attend regular PEPY meetings and team building activities.
- Follow PEPY's policies and codes of conduct and ensure the safety of PEPY property and your team members.
- Regularly maintain and update the incubator's Monitoring and Evaluation system.

Preferred Requirements:

- Has a working knowledge of Gmail, Google Calendar, Microsoft Office, Google Docs, and social media pages
- Has experience working on Google Calendar and managing the logistics for many trainings and individuals
- Is comfortable writing in English and Khmer
- Is very comfortable taking initiative and conducting research either in person or online
- Has some experience teaching, providing workshops, OR giving trainings.

- Is comfortable giving trainings in person and through computer applications

Our Commitment to our Core Values:

- All PEPY Empowering Youth staff are hired and evaluated based on their fit with PEPY Empowering Youth's Core Values. We look for team members who are committed to life-long learning, open to giving and receiving constructive feedback, and responsible with spending. It is important that all staff not only know and understand each core value, but also model these values while working at PEPY Empowering Youth.
- Each staff member should consider our core values when making strategic decisions about their work and in their lives.

Employment Notice:

PEPY is an equal opportunity employer and does not discriminate on the basis of sex, age, gender, disabilities, etc. However, please note, that PEPY has a strict **Child and Youth Protection Policy** to ensure that our participants are able to thrive and learn in a safe and positive environment. If you apply to work at PEPY, we will conduct a thorough background check and contact the references you provide.

To Apply:

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 the documents via email to apply@pepyempoweringyouth.org before **5 pm on Monday 2nd November, 2020**. Only shortlisted candidates will be contacted for an interview.