

**Job Description**

1. **Position Title: CWED Project Officer (PO)**    2. **Project: CWED**  
 3. **Duty Station: Sameakki Mean Chey, Kampong Chhnang province**    4. **Report to: CWED Project Coordinator**

**5. Job summary**

Project officer who specializes in business development will facilitate the implementation of the Cooperation for Women’s Economic Development (CWED) Project funded by Finn Church Aid (FCA) in the four province of Battambang, Pursat, Kampong Chnang, and Kampong Speu. S/he will facilitate with stakeholder to provide technical skill and training and business coaching to staff Woman Agriculture Cooperative (WAC), Village Bank and other community Based Organizations (CBOs) and support the advocacy initiative and networking for market linkage for earning income strengthen woman voice.

Project officer will work closely with the CWED project coordinator, Area program staff especially the Area program manager and other senior staff. The project officer work base is in Pursat area program office, Phnom Kravanh district, Pursat province and is required to regularly undertaken field level implementation of the CWED project.

<b>6. Major Responsibilities</b>	<b>7. Performance Expectations</b>
6.1 Facilitate the implementation, coaching and mentoring of CWED with WACs, VB and other collective producer groups	<ul style="list-style-type: none"> <li>- Work closely with Project Coordinator to facilitate the development of business model and business plan for WACs</li> <li>- Monitor the implementation of business initiative such as planning coaching to WACs.</li> <li>- Facilitate to provide support and coaching to the producer group</li> <li>- Support the operation of the Village Banks</li> </ul>
6.2 Coordinate the results based monitoring evaluation and reporting (RBMER) of the CWED at area program office	<ul style="list-style-type: none"> <li>- Monitor and follow up the M&amp;E performance framework</li> <li>- Track the progress of the project implementation</li> <li>- Prepared quarterly monitoring report including database and narrative</li> <li>- Participate in the project reflection project review and evaluation</li> </ul>
6.3 Facilitate and provide capacity building to staff WACs, VBs, and other CBOs to implement CWED	<ul style="list-style-type: none"> <li>- Join the development of capacity assessment tools. facilitate capacity assessment and prepare capacity development plan for all WACs</li> <li>- Facilitate for capacity building to be provide to staff, WACs, VBs, and other community based organization (CBOs)</li> <li>- Provide business counseling, coaching and mentoring to WACs on their business development.</li> <li>- Provide support to VBs, to be well progress in providing loan to members and to link with the WACs</li> </ul>

6.4 Provide orientation of WED's policies and guideline and learning to staff, WACs, VBs, VDCs.	<ul style="list-style-type: none"> <li>- Facilitate the development of WAC's guideline business model, collective producer group, marketing simple financial internal control and village bank etc...</li> <li>- Learn the CWED's project guideline, financial and procurement policies and operation plan and apply them appropriately.</li> </ul>
6.5 Facilitate the advocacy initiative in the area of CWED through networking and partnership	<ul style="list-style-type: none"> <li>- Lead and learn from CWED implementation and documentation of best practices.</li> </ul>
6.6 Connect WACs to viable local markets and vice versa	<ul style="list-style-type: none"> <li>- Ensure that the value chain development is established with all WACs and their business initiative.</li> <li>- Assist in mapping and update potential suppliers, buyer and other wholesalers.</li> <li>- Facilitate and support the establishment of community market place shop whereby producers and buyer are accessible</li> <li>- Facilitate the establishment of community market information systems pricing, products, promotion, place and people.</li> </ul>
6.7 To familiarize LWD's policy compliance and additional obligations.	<ul style="list-style-type: none"> <li>- Involves in procurement committee when there is requested from supervisor,</li> <li>- Be aware and follows some particular policy's compliances: Child Protection, Gender Commitment, People with Disability, Codes of Conduct, Conflict of Interest, Information Technology, Asset Management and etc.</li> <li>- Uses, learns and acts on LWD's feedback and response mechanism (FRM) in a constructive manner.</li> </ul>
6.8 Other	<ul style="list-style-type: none"> <li>- Take other responsibility assigned by line supervisor as necessary</li> <li>- Acting line supervisor when she/his is absent.</li> </ul>

## 8. Level of responsibility & Authority

This is technical coordination and advisory position without direct supervisor responsibility. This position is classified at grade 05 in the LWD pay scale.

## 9. Job requirements:

### 9.1 Technical skills & Experiences

- Good skill at marketing network and negotiations
- Ability in written and verbal communication skill in English and Khmer
- Professional attitude and performance/result oriented
- Ability to work independently and team mobilizer

### 9.2 Desirable qualifications

- At least Bachelor degree on agri-business study or related field
- At least 3 years' experience in Agriculture cooperative and Village Bank or related fields
- Experience in capacity building on agro-business and business development