

JOB DESCRIPTION

- 1. Position Title:** Empowerment Program Officer (EPO) **2. Program:** Empowerment towards Self-Reliance Program (ESRP)
- 3. Duty Station:** APO–Battambang **4. Report to:** Area Program Manager

5. Job summary:

The Empowerment Program Officer (EPO) will manage, supervise and administer the Empowerment towards Self-Reliance Program (ESRP) to which he or she is assigned to the field of which is including: good governance, livelihoods, DRR/CCA, personnel and admin, PMER system, financial and logistic arrangements, networks and LWD’s policy compliance within and outside of Area Program Office (APO).

The EPO bases in APO, but will be required to undertake periodic supervision and coordination visits within the program areas. The EPO is responsible to APM and works with a team at respective APO and in cooperation with relevant technical staff in Head Office, Phnom Penh.

6. Major Responsibilities	7. Performance Expectations
6.1 To manage the district based good governance activities.	<ul style="list-style-type: none"> ▪ Engages in district integrated planning process and make sure Village Development Plan and CIPs are incorporated. ▪ Coordinates with district technical offices (agriculture, animal, vegetables) to bring their services to communes and villages. ▪ Facilitates capacity building for District Councils, District Governors and Commune Councils on Good Governance and social accountability. ▪ Collaborates with district councils, governors and CC – to ensure people access to info, resources allocations, conflict mitigation and responses through meeting, workshop and public forum and etc. ▪ Establishes directory for NGO, private sectors and individuals who will be potential donors in district.
6.2 To manage the sustainable community livelihood activities.	<ul style="list-style-type: none"> ▪ Collaborates with Commune Council (CC) & agriculture cooperatives (ACs) to establish AC’s networks – market connections between private sector (processor/ trader/ supplier/ retailer) and producer groups. ▪ Provides coaching to Community Empowerment Facilitator (CEF) in strengthening the functions of ACs, VDCs and CBOs – VBs – RBs, ▪ Supports CEF in facilitating AC to have business plan – selected value chain and established relevant collective producer groups – buyers and suppliers. ▪ Initiates and capacitates community experts who will support collective producer groups – animal, getable, fruit tree, aquaculture, rice production etc. ▪ Establishes market information and share with all ACs and other collective producers – collective buyers – suppliers – processors, transporters etc.

<p>6.3 To manage community based DRR/ CCA activities.</p>	<ul style="list-style-type: none"> ▪ Facilitates commune committee for disaster management/village disaster management group (CCDM/VDMG) to conduct annual VRA/ HVCA and integrates it into CIP, ▪ Supports DCDM to develop/ review annual Emergency Preparedness Response plan (EPRP) – Accountability Humanitarian Standards (AHS). ▪ Provides capacity building to CCDM/VDCM on DRR/CCA and related topics. ▪ When there is disaster, involve in any rapid assessment and prepare emergency response plan – budget and etc. ▪ Coordinates DCDM quarterly meeting – on DRR/CCA implementation/ best practices/ model, update Disaster Loss and Damage Database,
<p>6.4 To overall manage PMER system.</p>	<ul style="list-style-type: none"> ▪ Organizes any project/ program assessment (baseline or end line) / study when there is a need from LWD. ▪ Involves in strategic planning, program/project and operational planning and budgeting for respective APO. ▪ Ensures all CEFs and CVs well understands of LWD Vision, Mission, core values, approaches, and strategic goals, strategic objectives and mode of its operation. ▪ Conduct monthly & quarterly field monitoring visits/ supervision to all target areas and shares lessons learnt with CEFs and other relevant people. ▪ Overall manage the program and project database system and prepare monthly/ quarterly/ annual monitoring reports for APM as deadline and requirements.
<p>6.5 To manage personnel and administration matters.</p>	<ul style="list-style-type: none"> ▪ Provides support/ coaching/ supervision to CEF & CV team to perform their jobs effectively – job orientation, performance appraisal and other corrective actions as necessary. ▪ Ensures personnel policies and procedures are known by all staff and consistently followed/ complied. ▪ Ensures all correspondences are properly prepared and delivered to the right place/ persons as deadline and well maintain APO files. ▪ Coordinates and hosts visitors, donors, partners, volunteers and others as appropriate arrangements following the guidelines. ▪ Keeps update the staff security and take appropriate action for staff safety.
<p>6.6 To effectively manage financial matters and logistic arrangements.</p>	<ul style="list-style-type: none"> ▪ Prepares annual budget plan, cash flow, budget control and accounting systems following the LWD’s financial policies. ▪ Always checks and review any expenses – procurement – purchase of CEFs and other staff before approval. ▪ Prepares procurement plan and review according to activity plan following procurement manual. ▪ Ensures proper asset management especially its safety and consistently control/ review. ▪ Coordinates transportations and deliver all supplies according to plan and policy.
<p>6.7 To maintain good networking, partnership and collaboration with others.</p>	<ul style="list-style-type: none"> ▪ Liaise and collaborate with NGOs and other networks to bring resources/ services to the communities. ▪ Coordinate advocacy and networking with Government departments,

	<p>other development agencies, local authorities and donors.</p> <ul style="list-style-type: none"> ▪ Keep updating and sharing any concerns/ conflict and lesson learnt from communities to district, provincial and national levels. ▪ Keep coordinating with program, finance & admin and HR departments
6.8 To familiarize LWD's policy compliance and additional obligations.	<ul style="list-style-type: none"> ▪ Involves in procurement committee when there is requested from supervisor, ▪ Provides awareness to subordinates and follows up some particular policy's compliances: Child Protection, Gender Commitment, People with Disability, Codes of Conduct, Conflict of Interest, Information Technology, Asset Management and etc. ▪ Uses, learns and acts on LWD's feedback and response mechanism (FRM) in a constructive manner.
6.9 Others	<ul style="list-style-type: none"> ▪ Performs other tasks that may be assigned by the supervisor.

8. Level of Responsibility & Authority:

8.1 This is position has direct supervisory responsibility for the CEF team and operates any expense within approved proposals. It is a management position at the APO level. This position is classified at Grade 06 in the LWD pay scale.

9. Job Requirements:

9.1 Technical skills & Experiences:

- At least 4 years of experience with development, management and administration.
- Fluent spoken and written English language skills. Basic computer literacy.
- At least two years experience in staff development and supervision.
- At least two years experience in budget control and monitoring.

9.2 Desirable qualifications:

- Formal qualifications in social and development studies are desirable (At least Bachelor degree or above)
- Willingness to stay at LWD based office where at the provincial and district
- Cultural sensitivity, team spirit and an attitude of service. Motivation to assist most vulnerable people in the rural areas to improve their standard of living