



Job Announcement

In December 2021, the Project for Strengthening In-service Training System in Cambodia had launched jointly by the Ministry of Health (MoH) and JICA, to achieve the overall goal, “In-service training system for nurses is established independently to improve the competency of nurses.”

Now, the Project is seeking a qualified Technical Officer who is health professional, and has nursing/midwifery, medicine background as below. Especially, nurses are encouraged to apply.

Let’s work together for the future of nurses in Cambodia!

Position: Technical Officer (Number of positions: 1)

Main Tasks:

- (1) Support JICA experts in all implementation process of project activities (survey, activity planning, implementation, monitoring, evaluation and reporting) in Phnom Penh and the Project target provinces.
- (2) Coordinate and communicate with Cambodian counterparts and JICA experts to have activity smoothly.
- (3) Support Cambodian counterpart’s technical activity, working together at their office.
- (4) Interpret in Khmer-English in conferences, meetings, and site visits, when necessary.
- (5) Support and arrange logistics for conference/meetings, visitors and other activities.
- (6) Support JICA experts to collect information and communicate outside agencies on the Project activities.
- (7) Delegate the responsibility of JICA experts in terms of communication with outside agencies and office matters during the absence of JICA experts.
- (8) Be accountable to JICA experts and submit documents described in output list in a timely manner.
- (9) Engage in tasks which JICA long/short-term expert assigns to Technical Officer, as necessary.

In order to implement the tasks efficiently and effectively, technical assistant needs to report the progress, provides the necessary information and consults the procedures and any problems to the Project in a timely manner.

Output and Responsibility:

No.	Name of Output	Timing for Submission	Responsibility
1	Report for Workshop/ Training/ Meeting organized by the Project	When necessary	Writer
2	Report or Minutes of Meeting attended by the Project	After the meeting	Writer
3	Official Letter (Khmer)	When necessary	Editor

Other Duties:

- (1) In order to implement the tasks efficiently and effectively, Technical Officer needs to report the

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#80, Samdach Penh Nouth Blvd (289), Sankat Beoungkak 2 Tuol Kork District,
Phnom Penh, CAMBODIA



JICA/The Project for Strengthening In-service Training System in Cambodia (Strings)



progress, provide the necessary information and consult the procedures and any problems to JICA expert in a timely manner.

- (2) Technical Officer shall treat all information about the Project, the Project members and its stakeholders confidential during and after the period of this contract. It is strictly forbidden to convey any information about the above to third parties.

Requirements (Qualifications and Experience):

- (1) University degree: Field of medicine, nursing/midwifery, or HEALTH related fields would be of an advantage
- (2) Native tongue in Khmer and excellent speaking, reading and writing ability in English
- (3) Preferably, more than 5 years working experience as health professional with advanced writing skills. Working for international organizations would be a strong asset

Working Condition:

- Working Day: Monday- Friday (Except National Holiday)
- Working Tim: 8:00-12:00, 14:00-17:00
- Working Place: Ministry of Health and National Maternal and Child Health Center (NMCHC)

Submission of Applications:

Interested candidates should send a CV with a covering letter to;

Ms. Kaise Kaori, kaori.kaise@jicstrings.com, by **5:00 pm 29th July 2022**

Pre-selection will be conducted based on the submitted documents to compile a shortlist of prospective candidates. Only short-listed candidates will be contacted for an interview. All applications are treated with strict confidentiality.

* Please write the following items on CV:

- (1) Personal data: Name, Date of birth (Age), Nationality, Present address, Mobile phone number, E-mail address
- (2) Language and skill: Language, Computer skill and other qualification/skill
- (3) Educational background (domestic and overseas): School/ University name, Degree, Major
- (4) Working experience: Company/Organization name, Period, Position, Role/Responsibility
- (5) Your advantage and others
- (6) Expected salary

The application document will not be returned.

Time Frame:

Starting date will be **the beginning of September 2022** (Negotiable)