



# សាលារៀនទង្ការ/Rabbit School

# build 817, street 1952, Sangkat Phnom Penh Thmei, Sen sok District, Phnom Penh, Cambodia.  
Office Phone: 855(0)12369376, Email: huntouch40@gmail.com,  
Website: [www.rabbitschoolcambodia.net](http://www.rabbitschoolcambodia.net).

## Announcement Job Opportunity

The Rabbit School Organization (RSO) is a local NGO began its activities in May 1997. It was founded in response to a need to provide educational and therapeutic activities for the most disadvantaged children with disabilities who were then living at the Nutrition Center, a government-operated orphanage located in central Phnom Penh. RSO is a member of the Cambodian Consortium for Out of School Children (CCOSC) Project phase II, which aims to enroll and retain 116,396 out of school Cambodian children over the next four years.

To achieve this, RSO contributes in enrolling and retaining 2800 out of school children to access equitable, quality, and relevant primary education in 6 districts of four municipality/provinces including Toul Kok of Phnom Penh, Kandal Steung & Angsnoul of Kandal, Chbarnon & Samrong Tong of Kampong Speu, and Pouk of Siem Reap province. RSO is looking for a qualified and committed person with the following requirements to fill in five field supervisors' position.

### Job title: Field Supervisor

#### Key roles:

- Responsible to cooperate and coordinate with local authorities and service providers to identify the OOSC and raising awareness on disability inclusion in community.
- Responsible for cooperation and coordination with education actors to make sure OOSC are enrolled in school regularly and Follow up the teachers who work on Inclusive/ integrated class.
- Regularly home visit family and children to follow up and referral service when is needed.

#### Roles and Responsibilities

- Coordinate with local authorities and education actors such as DoE, SSC, SD, teachers in order to promote education for OOSC in target school.
- Identify and develop administrative documents of OOSC profile.
- Organize quarterly meeting with family of OOSC.
- Coordinated and monitor classroom managements.
- Organize/coordinate awareness raising activities events such as Autism's Day, school campaign, school opening and disability's Day.
- Develop action plan and report monthly based on approved project document.
- Assist organizing training course/teaching materials and manpower needed for inclusive/integration education and other necessary training.
- Participate regularly in the project meeting bi-weekly.
- Monitor and evaluate the progress of the project activities by getting feedback information from key stake holder at sub-national level.

- Coordinate and network with relevant organizations and government agencies at local and provincial authority.
- Host the visitors of the program when is necessary.
- Attend meetings, workshops, conferences are relevant to the project and required by program manager.
- Coordinate and follow up self-help group activities in target area.

**Requirements:**

- Male or Female, age above 30 years old.
- University degree in social science, development or equivalent.
- Knowledge in special education, entrepreneurship and development.
- Knowledge in Community Base Rehabilitation (CBR).
- At least three years experiences in disabilities, and rehabilitation work, or in relevant field.
- Knowledge on project management and project design.
- Strong capacity on interpersonal, communication skills, team building and networking.
- Computer literate (MS Word, Excel, Power Point, Email and Internet and social media).
- Strong written and verbal communication in both Khmer and English language.

Interested candidates are requested to submit their application (CV & Cover letter with specific project location and salary expectation) to Rabbit School by email: [sorsothearom@gmail.com](mailto:sorsothearom@gmail.com)

**Closing date for applications: 30<sup>th</sup> July 2021**

Person with disabilities and women are encouraged to apply.

Only short-list candidates will be contacted for an interview.