**Job Description:** Provincial Coordinator and M&E for Rural Livelihoods  
**Responsible to:** PDP_Livelihoods  
**No. of direct reports:** Overall coordination of the project management operation in Battambang province.  
**Location:** Cambodia, Programme Delivery  

**Job Purpose:** To lead the team to ensure high quality deliveries of the Volunteer For Development (VfD) investment in Rural Livelihoods VSO at the provincial level, with a focus on: partnership building, stakeholder management in rice and vegetable value chains, facilitating shared understanding of the wider reaching benefits of the application of SRP, GAP, PGS; facilitating better access to improved inputs, technology, knowledge and markets; developing stronger linkages between market actors to secure the market for smallholder farmers. To provide support on day to day operation at the Battambang office. This role requires technical expertise in agriculture, rural development and management.

**Responsibilities**

**Management/coordination**
- Develop detail workplan to response to programme/project objectives, activities and M&E framework;
- Regular update on the progress of project implementation on the monthly and quarterly basis, and report to line manager;
- Communicate project results through high quality written outputs including project achievements and lessons learned, targeting national, regional and international audiences
- Provide technical advice/support to the team;
- Liaise all relevant actors/partners in rice and horticulture value chain in order to strengthen and develop market platform at the provincial level;
- Ensure the healthy relationship with relevant stakeholders including government, cooperatives, private sectors, MFIs, local authorities, NGOs, and other projects/programme;
- Keep tracking the record of scale and reach other project/programme;
- Support researches/studies and communication and visibility team of the country office;
- Support daily basis operation including finance and administrative task of the office in Battambang;
- Raise reputation of VSO Cambodia throughout the project/programme;
- Regular follow up staff and volunteer KPI (key performance indicator);
- Managing volunteer and working with volunteer;
- Contribute to proposal development as needed;
- Building team spirit.

**Project Implementation**
- Lead the team to develop and strengthen the tools to train farmers, cooperative on management, enterprise, quality production through SRP and GAP application;
- Build capacity and support Union of Cooperative in Battambang to develop and execute their plan and strategy.

**Skills, knowledge and experience**

**Experiences:**
- At least 3-4 years’ experiences in agriculture (SRP/vegetable), community development and market linkage/value chain, management (M&E/workplan development), office operation.
- Bachelor degree in agriculture required, preferably with specialization in agribusiness, Agricultural Economics or Rural Development.
- Experiences in management skills and lead the team with international expert or colleagues
- Strong knowledge of the stakeholders in the agricultural sector especially rice and horticulture sector
- Experience in coordination work with multi-stakeholders, multi-disciplinary, multi-level, multi-sectors and cross-culture.
- Results oriented with the ability to deliver high targets and meet deadlines

**Education:**

**Relevant field experiences:**

**Skills:**
- Strong interpersonal, communication and network skills
- High level of demonstrated competency in developing and implementing effective strategies, business plans and budget management
- Demonstrated ability to nature and/or build effective partnerships with different partners
- Fluency in English and Khmer essential
- Computer literate with additional expertise in statistical or other similar software is desirable
- Use of ICT in value chains
- Ability to organize farmers into business organizations, including linking them to markets

**Volunteering (Knowledge):**
- Identify the employability opportunity in value chain and post-harvest with the collaboration with TVET and other relevant stakeholders;
- Ensure the outreach programme effective at the community level and reach the everyone;
- Ensure the inclusiveness of the project’s reaches and impacts;
- Ensure the project implementation is fully complied the resilient livelihood framework especially asset and capability approach of VSO;

Others
- Undertake tasks as may be directed by the line manager

- A clear understanding about the value of volunteering, through personal experience of volunteering or working with volunteers and an ability to articulate how change happens through volunteering for development.
- Ability to articulate the issues around voluntourism and harmful forms of volunteering

Cross-Cultural Working:
- Direct and substantial experience of working cross-culturally and able to communicate to a range of audiences and promote sharing and learning between cultures

Desirable:
- Committed to VSO’s values
- Understanding/knowledge of VSO’s core programmatic areas
- Able to work in a cross-cultural context
- Have a valid license and knows how to ride a motorbike

Personality Characteristics
- Ability to work effectively with a wide range of partners in the commercial sector, farmers, research organization and government
- Ability to work in a team or independently as necessary
- Capacity to handle a demanding workload, including considerable travel remote area
- Strong analytical mind and willingness to learn
- A passion for international development and end-product focus
- Ability to motivate team members, build effective teams and encourage individual development and growth
- Ability to work both persuasively and diplomatically in a team-based environment.