



together with

Heart to Heart Foundation  
Cambodia

Heart to Heart Foundation is Seoul-based Korean NGO, founded in March 1988. Under the vision of 'Ending Avoidable Blindness by Establishing Comprehensive and Sustainable Eye Healthcare System' in country, it has concentrated its efforts in cooperation with local partners since 2009.

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## JOB DESCRIPTION

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### **POST TITLE : PROGRAM COORDINATOR**

#### **JOB SUMMARY**

Program coordinator will be basically responsible for coordinating outreach projects for eye-care service and training of health worker in Sotnikum, Kralan and Angkor Chum OD in Siem Reap, providing technical support to HthF Cambodia Office.

#### **SPECIFIC AREAS OF RESPONSIBILITY**

- **Project Management**

- Organize outreach project into local community for eye-care service and training for health workers
- Ensure effective management of individual project including monitoring of expenditure, quality and timeliness of reporting, the up-keep of records and monitoring of overall project management cycle

- **Documentation and Reports**

- Ensure timely and good quality reporting; coordinate collection, finalization and timely submission of narrative and financial reports to program manager

- **Communication**

- Ensure effective coordination with multiple stakeholders involved and ensuring project targets are met
- Establish partnership with personnel in OD and health workers to carry out projects
- Contact nurse at Vision Center of OD in cooperation with the Foundation to jointly coordinate projects

#### **EDUCATION / QUALIFICATION**

- Relevant degree or equivalent experience

## **EXPERIENCE AND SKILLS**

### **▪ Essential**

- More than 1 year of practical work experience at NGO, preferably related to health care
- Experience of project design, implementation, M&E
- Experience of budget management and report writing
- Excellent verbal and writing skills in English
- Excellent computer skills(MS Office, Excel, Power Point)
- Good diplomatic skills and high levels of tact and patience with excellent communication skills to work with communities and local counterparts
- Ability to organize own work, and to manage time and resources effectively
- Able to deal with deadlines effectively
- Team player

### **▪ Desirable**

- Awareness of eye-care system and related National Strategy of Cambodia
- Great flexibility, tolerance and sense of humor and a high level of team spirit and support
- Knowledge on Korean

## **ADDITIONAL JOB RESPONSIBILITIES**

The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience

## **WORKING CONDITIONS**

- 8:00am~17:00pm (Monday- Friday)
- Lunch time 12:00~13:00

## **HOW TO APPLY**

- Submit a motivation letter and CV to [lgy2@heart-heart.org](mailto:lgy2@heart-heart.org) by no later than 23, Oct 2015
- Put post title(PC) on the title of email
- Present salary expectation
- Only short-listed for interview will be contacted

**LOCATION:** Siem Reap, Cambodia

**DATE:** 23/10/2015

## **CONTACT US**

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