



Goutte d'eau

a child support network

Damnok Toek is a Cambodian NGO which works since 1997 to support vulnerable children. The NGO runs three centers in Poipet, Phnom Penh and Neak Loeung. Damnok Toek employs 108 Cambodian staff who take care of 800 children every day and night.

The centre in Phnom Penh has been opened in 2003 to face the lack of long term shelters in Cambodia for children with severe disabilities. The current maximum capacity of the centre is 30 children. Currently, 19 staff take care of 29 children and teenagers.

In the future Damnok Toek wishes to build a new centre which could welcome up to 50 children with disabilities and be a resource centre on disability related issues.

Preferred requirements for the position are:

- Will to work with intellectual and/or physical disabled children.
- Will to provide to all children well-being, non-discrimination, self-confidence, bright future, and reintegration and/or independent adult life whenever possible.
- Bachelor degree.
- Working experience with target group at least 3 years.
- Capacity building skills and networking skills.
- Flexible and ready to work during week-ends and national holidays.
- Skills in proposal writing and fundraising.
- Fluent Khmer and English, both spoken and written.
- Working knowledge and experience with Word, Excel, Quickbook, Internet.

Main duties of the position

- Supervise the proper management of human resources: one accountant, 13 educators, one cook, one driver, two guards, volunteers.
- Responsible to implement the staff policy concerning schedule, annual leaves, job contracts.
- Develop capacity building of the staff.
- Responsible of the staff annual evaluation.
- Ensure that the different policies/standards/regulations are applied at all time.
- Implement/develop and update the policies/standards/regulations for the shelter.
- Supervise and facilitate the case management/health and well-being of the children.
- Coordinate weekly staff meetings.
- Ensure that the forecasted budget is followed.
- Develop partnerships with organizations and companies providing vocational trainings, internships, apprenticeships, and other adapted activities for children and teenagers.

Duties as a Social worker

- Responsible of the social work process and case management of the children: scholarship follow-up, (re) integration, referral, selection of new children.
- Ensure that the work with families is done properly: family assessment/tracing/follow-up and home visits.
- Take part in counseling of children when necessary.
- Training of educators to overtake social work responsibilities.

Duties as a member of the management team

- Implement the decisions made by the Board of Directors.
- Participate to the weekly management team's meeting.
- Propose annual budget to the Board of Directors.

Public relations

- Manage external requests (donors, medias, volunteers, other NGO, ...).
- Ensure good relationship with donors.
- Develop partnerships with organizations working on disability.
- Increase and ensure good relationship with relevant local authorities and ministries.

Setting-up of a new centre

- Participate to the identification of a suitable land and to the administrative tasks to purchase it.
- Supervise and follow-up the construction works.
- Organize and supervise the implementation of the new centre.

Interested candidates, please submit your cover letter with requested salary and CV with a current photo and relevant documents (including certificates) to the following addresses before Thursday the 7th of January 2010 - 5 pm:

Goutte d'eau – a child support network. Rue de Varembe 1, P.O. Box 88, 1211 Geneva. Switzerland. info@gouttedeau.org

CV will not be returned.

Only pre-selected candidates will be contacted for an interview.