



Goutte d'eau

a child support network

Technical advisor

Damnok Toek (Goutte d'eau) Cambodia

Position: Technical advisor

Main responsibilities: Finance management. Fund raising. Reporting.

Location: Cambodia. Based in Phnom Penh with monthly trips to Poipet (on the border with Thailand) and Neak Loeung (on the road to Vietnam-1.5 hours from Phnom Penh).

Duration: 18 months or longer

Starting date: October 2010

Damnok Toek (Goutte d'eau) - www.damnoktoek.org

Awarded the Albert Schweitzer Gold Medal.

Damnok Toek ("Drop of water" in English – "Goutte d'eau" in French) NGO works since 1997 in Cambodia with vulnerable children and their families. The projects aim at supporting vulnerable children and reintegrating them into an independent and productive life in their community.

Damnok Toek runs three centres in Cambodia: Neak Loeung since 1997, Poipet since 1999 and Phnom Penh since 2003. Damnok Toek is a Cambodian NGO employing 106 staff who are supported by 3 foreign projects advisors.

Damnok Toek is part of Goutte d'eau – a child support network (GEcsn) www.gouttedeau.org

Job description

The Technical Advisor will work in a team of three expatriates supporting the Cambodian Management of Damnok Toek at different level:

- project management
- Social affairs
- Human Resources
- Finance
- Administration

The person will be responsible in particular of the Fund raising, Finance and Reporting activities.

Requirements

- Fluent spoken and written English.
- Proven skills in finance, budget administration and fund raising.
- University diploma on Political Science and/or Social and development studies; Administration and/or economics.
- A strong interest in helping vulnerable/street children and Child Protection issues.
- Knowledge of project management tools and donors' procedures.
- Proven problem solving and organizational skills, flexibility and calm under pressure.
- Good team worker, able to work closely with a team under pressure.
- Capacity to work on own initiative.
- Leadership skills and a supportive management style.

- Capacity to plan and manage in a multiple deadline-working environment.
- Good training/capacity building and management skills.

Conditions

Duration of the contract: minimum of 18 months

Starting date: October 2010

Salary and benefits: 1,300 USD/month +100 USD per diem/month + health and accident insurance + 1 flight to and back from Cambodia/year

Required documents: CV + motivation letter + three referees

Contact: Luigi Fratini - **Email:** info@gouttedeau.org