



POSITION DETAILS	
Position Title:	Civic Engagement Officer
Department:	Program Unit
Reports to:	Civic Engagement Advisor
Type of Contract:	Undetermined Duration Contract (UDC)
Location of Work:	Phnom Penh, Pact Cambodia office
Work Conditions:	Full-time
JOB DESCRIPTION	
Pact Overview	
<p>At the heart of Pact is the promise of a better tomorrow. A nonprofit international development organization founded in 1971, Pact works on the ground in nearly 40 countries to improve the lives of those who are challenged by poverty and marginalization. We serve these communities because we envision a world where everyone owns their future. To do this, we build systemic solutions in partnership with local organizations, businesses, and governments that create sustainable and resilient communities where those we serve are heard, capable, and vibrant. Working in Cambodia since 1991, Pact has supported Cambodian civil society and strengthened the capacity of institutions run by and for Cambodians to end poverty and injustice.</p>	
Department Overview	
<p>Pact is implementing a 5-year Women Entrepreneurs Act (WE Act) project, funded by USAID. WE Act will focus on supporting young women between the ages of 15 and 35 in urban centers to access the knowledge, tools, and resources necessary to realize their full potential as entrepreneurs and leaders in their communities. The overall goal of the project is to see young women improved their socio-economic status.</p>	
Position Purpose	
<p>Pact is recruiting a Civic Engagement Officer for the Women Entrepreneurs Act (WE Act) project. The Civic Engagement Officer will be part of a dynamic and innovative team, responsible for the coordination of programmatic and operational efforts for the project, working in close collaboration with different members of the project team. (S)he will play a key role to design, implement, and support services that promote constructive engagement among women, men, youth and especially young women entrepreneurs around a range of social-economic issues. (S)he will also work closely to manage partnerships and grants provided to other organizations and institutions, around activities linked to empowering Cambodian youth, and young women entrepreneurs in particular.</p>	
Key Responsibilities	
<ul style="list-style-type: none"> • Coordinate and support day-to-day implementation of the project’s programmatic activities related to promoting constructive youth participation around a range of social economic issues. • Develop and maintain strong relationships and partnerships with key stakeholders including civil societies, networks representing women entrepreneurs, , and state actors. • Participate in and prepare for conferences, working groups, and meetings to build understanding and gather inputs about strengthening entrepreneurship system in Cambodia. • Promote knowledge learning and sharing in project activities, and among staff and project stakeholders. • Perform other duties as assigned. 	
Basic Requirements	
<ul style="list-style-type: none"> • Energetic, innovative, and solutions-focused mindset! • At least 2 years of experience in supporting constructive engagement mechanism around civic issues with diverse groups including civil societies, state actors, and private sector. • Preference for those who has knowledge of social accountability practice and constructive engagement platforms in Cambodia. • Has general understanding on entrepreneurship, youth leadership initiatives; but more importantly, bring a passion and desire to contribute to the empowerment of women entrepreneurs. 	



<ul style="list-style-type: none"> • Demonstrated knowledge and experience in the above key programmatic areas. • Bachelor's degree in a relevant field, such as political science, business/public administration, development study, or other related fields. • Available for 20-30% domestic travel and have willingness to spend time with youth's activities. • Fluency in Khmer and professional level in English ability - both written and spoken. • Ability to work in a fast-pace and dynamic team 			
Preferred Qualifications			
<ul style="list-style-type: none"> • Previous experience in governance sector or advocate in social development. • Experience in facilitating donor-funded programs and project staff. 			
<p>Pact is committed to gender diversity and interested applicants could submit a current resume and cover letter referencing the position applied for by 10th April 2019 at 5:00 PM (do not include certificates or recommendations) to Email: pactcamjobs@pactworld.org</p>			
Agreed by the Incumbent:		Date:	
Approved by Supervisor:		Date:	

Pact is an equal opportunity employer and does not discriminate in its selection and employment practices on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization, or other non-merit factors.