



Kampuchean Action for Primary Education (KAPE)

Job Announcement for Senior Technical Trainer and Assistant Trainer

Kampuchean Action for Primary Education (KAPE), a local NGO based in Kampong Cham, seeks qualified **Cambodian nationals** to fill two positions, a **Senior Technical Trainer and Assistant Trainer based in Kok Pring Lower Secondary School, Svay Chrum district, Svay Rieng Province** for its on-going New Generation School program, now in its second phase (3 more years) of operation. NGS intensively increases educational quality in Kok Pring Lower Secondary School, which is scheduled to undergo an accreditation process by MoEYS in March 2019. Candidates with strong management and training ability are required to ensure that teachers meet a high standard of education, building on investments made over the last 3 years. The project is funded by CHILD FUND AUSTRALIA and is implemented in close cooperation with the Provincial Office of Education, Youth, & Sport of Svay Rieng.

I. Senior Technical Trainer

Duties will include the following:

1. General Project Oversight and Coordination of all Outputs
2. Become familiar with all project activities by reading reports and proposal documents
3. Provide oversight for the implementation of technical activities as stated in the NGS Operational Guidelines, recently approved by MoEYS.
4. Provide technical support to teachers in the area of STEM Education, Constructivist Learning Methodologies, and Project work.
5. Follow-up on the implementation of technical support workshops in classrooms.
6. Provide support to teachers to use laptops and LCD projectors in their teaching.
7. Provide support to teachers to undertake Career Path planning conferences with individual teachers.
8. In collaboration with Child Fund, administer budgets to the school and oversee the use of the allocated budget in general.
9. Coordinate the implementation of this project with NGS programming in Phnom Penh, which is directly supported by MoEYS.
10. Contribute to the preparation of quarterly reports to the donor (data, tables, etc.)
11. Conduct on-going monitoring and data collection according to a specific plan.

We are looking for someone who not only has skills in the areas we seek, but also someone with an eagerness to learn new ideas and to find ways to put these into practice. The ideal candidate will be an innovative team-worker, have strong personal skills as well as being friendly and diplomatic. We are looking for someone with some or all of the following skills

1. Master or Bachelor's Degree in Mathematics or Science
2. At least 3 years of experience in educational development with focus on both life skills education, inclusive education, and working with youth
3. Ability to provide training in technical topics such as Bloom's Taxonomy, Constructivist Learning, and other areas.
4. Ability to monitor project implementation based on indicators agreed with the donor.
5. Excellent administrative skills for managing school grant requests & liquidations
6. Budget management skills
7. ICT in education skills
8. Ability to work well with the government education system and school directors

9. An ability to communicate well in both Khmer and English a strong advantage.

II. Assistant Trainer

Duties will include the following:

1. Become familiar with all project activities by reading reports and proposal documents
2. Provide support for the implementation of technical activities as stated in the NGS Operational Guidelines, recently approved by MoEYS.
3. Provide technical support to teachers in the area of STEM Education, Constructivist Learning Methodologies, and Project work.
4. Follow-up on the implementation of technical support workshops in classrooms.
5. Provide support to teachers to use laptops and LCD projectors in their teaching.
6. Provide support to teachers to undertake Career Path planning conferences with individual teachers.
7. In collaboration with Child Fund, administer budgets to the school and oversee the use of the allocated budget in general.
8. Conduct on-going monitoring and data collection according to a specific plan.

We are looking for someone who not only has skills in the areas we seek, but also someone with an eagerness to learn new ideas and to find ways to put these into practice. The ideal candidate will be an innovative team-worker, have strong personal skills as well as being friendly and diplomatic. We are looking for someone with some or all of the following skills

1. Bachelor's Degree in Mathematics or Science
2. At least 2-3 years of experience in educational development with focus on both life skills education, inclusive education, and working with youth
3. Ability to provide training in technical topics such as Bloom's Taxonomy, Constructivist Learning, and other areas.
4. Ability to monitor project implementation based on indicators agreed with the donor.
5. Excellent administrative skills for managing school grant requests & liquidations
6. ICT in education skills
7. Ability to work well with the government education system and school directors

Starting salaries are negotiable and will depend on experience levels and previous salary history.

Applications must be submitted on or before **22 October 2018 at 5:00 PM**. **Certificates need not be provided at this time. Candidates are encouraged to keep CVs to 3 pages or less.** Interested applicants may submit cover letter and CV to:

Attention: Mr. Chuon Saran, Applicant for Senior Technical Trainer and Applicant for Assistant Trainer Position, KAPE-NGS Office at Sisovath HS in Phnom Penh or KAPE-PTTC in Kampong Cham province or at (saran@kapekh.org) and CC: Mr. Ul Run, Senior National Adviser at (run@kapekh.org); Tel: 012 752 553, 095 401 231, 085 920 202.