



Part-Time Advisor: COMFREL

Background

Committee for Free and Fair Elections in Cambodia (COMFREL) has now participated in the 1998, 2003, 2008 and 2013 National Assembly Elections, and the 2002, 2007 and 2012 Commune Council Elections. COMFREL is currently engaged in lobbying and advocating for improvements to the legal framework for political and electoral reforms; it has active preparations for future civic education and it also monitors the performance of parliamentary members to assess their fulfillment of political platforms. COMFREL endeavors to build the capacity of its own network as well as those of our partners at national and provincial levels. COMFREL conducts public forums and assesses the performance of commune councils by focusing on the issues of local governance and participation of citizens in local bodies to build democracy from village-level upwards.

COMFREL is recruiting a qualified advisor based in Phnom Penh for the position of **Part-time Advisor**

Main Responsibilities

The Advisor has the following responsibilities:

- Edit and write project proposals and report in English
- Edit and assist in the English version of report, press statements and other publically available materials using the translation from Khmer as the basis.
- Advise and assist the reporting officer in producing comprehensive and accurate reports
- Advise on fundraising, project design and implementation
- Advise on maintaining and improving COMFREL's profile both domestically and internationally
- Identify areas that requires further technical support and assistance, working with internal and external stakeholders to improve COMFREL activities
- Perform other tasks and assignments as needed

Essential Requirements

- Tertiary qualification in Law, Political Science, International Relations, or other relevant fields
- Native level English ability. Strong written and verbal communication skills, experience
- A strong track record of relevant experience working in Cambodian NGOs.
- Demonstrated success in consulting with stakeholders and facilitating the work of others to achieve an agreed outcome
- Willingness to share knowledge while recognizing existing strengths in the organization
- Commitment to work as part of a team
- Solid knowledge of International Human Rights Law (treaties & bodies) and the political environment in Cambodia.

Desirable Requirements

- Post-graduate qualification in the relevant field

- Experience in producing a wide variety of high quality publications, including, but not exclusive to: research reports, project related publications, promotional and education materials, press statements, and funding proposals.
- Proven success in fundraising and managing medium to large scale externally funded projects

Key Competencies

- Self-awareness and self-reliance
- A reputation for and commitment to integrity
- Ability to ‘see the big picture’
- Commitment to team work, mentoring and developing others
- Ability to work within a challenging environment, work under pressure, and priorities tasks to meet competing deadlines

To Apply:

Applicants must submit an up-to-date CV and a cover letter addressing the question of how the applicant meets the essential requirements and key competencies to Mr. PHAT Sopheak, by email in PDF and Word formats to:

sopheak@comfrel.org

016 66 56 57 (working hours).

Please visits: www.comfrel.org

Deadline: 22 August 2016

COMFREL Office: #138, St. 122, Sangkat Teuk Laak I, Khan Tuol Kork, Phnom Penh.

Tel: (023) 884 150 in administration units.