



Farmers and Nature Net Association (FNN) is a local, non-profit and non-political farmer organization, which was established in 2003 and officially registered at the Ministry of Interior. FNN represents a network of village-based farmer organizations that acts as an umbrella to represent and serve the interests of agricultural cooperatives, and provides technical assistances on capacity building. In general, the majority members of FNN are subsistence farmers, who are poor living in the rural communities. FNN has been funded by DCA to implement a three-year project in some provinces. FNN is, therefore, seeking for a dynamic candidate to fill in one position of project officer.

Position: Project Officer

Location: Takeo, Kampot, Kampong Speu and possibly come to Phnom Penh at any time

Schedule: Full-time

Salary: N/A

### **Duties**

- **Project Management**
  - Develop annual and monthly workplan and reports
  - Manage and implement the project activities proposing in your workplan
  - Facilitate the strengthening and building up the capacity of agriculture cooperative in term of good governance.
  - Communicate with stakeholders (e.g. partners, local authorities, communities, micro finance institutes) for agriculture cooperatives' business operation.
  - Support existing producer groups and new groups, if any.
  - Conduct monitoring and evaluation of the project activity implementation and report to program coordinator.
  - Facilitate the contract farming between AC and companies.
- **Project Financial and Administration Management**
  - Prepare annual and monthly budget vs the project budget.
  - Prepare and submit the monthly cash advance and settlement/clearance to the program coordinator for review and approval base on deadline.
  - Support FNN in managing and maintaining the project fixed assets.
  - Prepare administrative documents related to the project management.

### **Requirements**

- Bachelor degree in related field (Agriculture/Forestry/Environment/Community Development/Business Administration is preferred).
- Good interpersonal skill and team building ability, honestly, depend and trust worthy.
- At least 2 years working experiences with significant project management.
- Ability to facilitate and conduct workshop/training/meeting with communities.
- Experience in preparing monthly project work plan and report.
- Good in computer literacy (Word, Excel, Power Point, Internet & E-mail)
- Understands Knowledge Management and Communication (KMC)
- Willingness to travel to and stay in the communities
- Knowledge of financial management

### **Application Information:**

Interested candidates, please send your up-to-date CV as a single document and Cover Letter to Mr. May Ly or Mrs. Phoeuk Phalla, see their contact below, not later than 05:30 pm, 31 January 2024.

- Mr. May Ly, Email: [maylypm@gmail.com](mailto:maylypm@gmail.com), Tel: 096 779 9926
- Mrs. Phoeuk Phalla, Email: [pphalla@fnn-kh.org](mailto:pphalla@fnn-kh.org), Tel: 012 78 16 16

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