
Centre for Peace and Conflict Studies

Strategic Peacebuilding for Asia



Vacancy

ACTS Administration Support Officer (1 position)

Founded in 2008, Centre for Peace and Conflict Studies (CPCS) is a Cambodia based non-governmental organisation, working in the field of peace building and conflict transformation in Asia. Our mission is to strengthen strategic intervention into armed conflict with the overall goal of reaching sustainable and positive peace in the Asia region.

CPCS focuses its interventions on influencing Asian peace processes, building capacities for conflict analysis and conflict intervention strategies and influencing theory, policy and practice through research and publications.

The Centre for Peace and Conflict Studies is looking for **ACTS Administration Support Officer**. The purpose of this position is to assist the Academic Director with the overall administration of the ACTS program by in providing logistical support, conduct research relevant to ACTS, editing student research, publication and other ACTS administration support. The ACTS Administration Support officer will report to the ACTS Academic Director and liaise with CPCS Peace Process Program Teams and the Policy & Public Relation Coordinator, as well as CPCS Finance and Administration manager.

This position will be based in Siem Reap City, Cambodia.

Main tasks and responsibilities:

- **Logistical Support:** Provide logistical support for the ACTS program, including booking flights for students, following up on visa and immigration requirements and booking accommodation; logistics for guest speakers; coordinating with Admin Team to set up modules.
- **Publication support:** Update program marketing and enrolment materials (Prospectus, Application Packets, Brochures); update the ACTS webpage on the CPCS website; and design new marketing materials as needed.
- **Evaluations:** Coordinate modular evaluations to inform curriculum and program planning; create follow up survey for graduates; liaise with monitoring and evaluation workgroup to develop program indicators, measures, and tools for annual evaluation of ACTS programme
- **General Programme Management:** Review program processes to streamline and make more efficient; organise electronic and hardcopy program files; develop ACTS Manual
- **Research:** Conduct research relevant to the further development of the ACTS curriculum. This will include identification of future ACTS research resources and assisting with development the ACTS PhD program
- **Editing Support:** Applicant will assist in editing student research.

Outputs:

- **Funder Reports:** Narrative reports to funders, including student updates and program developments
- **ACTS Publications:** ACTS Prospectus; ACTS Student Guide; ACTS Faculty Guide; ACTS website updates
- **ACTS Policies & Procedures:** Including operational procedures for ACTS; focus on student logistics

Required qualifications and skills:

- **Education:** Bachelor in Peace Studies, Conflict Transformation or related field. (MA in Peace Studies is preferable)

- **Research Experience:** Applicant should have experience conducting high quality academic research.
- **Information Technology:** Proficient in information technology, particularly Microsoft Office: Word, Excel, Power Point, Outlook and with a first rate ability to undertake research on the Internet.
- **Organisational skills:** well organised, effective time management, attention to detail, good at coordinating, and good at multi-tasking
- **Flexibility:** ability to react and adapt quickly to unexpected changes, ready and able to find creative solutions in challenging situations
- **Communication skills:** ability to establish effective working relationships with the organisation's staff and partners involved in CPCS's activities. Excellent oral and written communication skills, and strong command of English
- **Research capacity:** strong analysis, good at conceptualising, experience in conducting research, interest in and good understanding of peace and conflict issues in the Asia Region
- **Travel:** willingness to travel and undertake activities in country and internationally
- **Cultural sensitivity:** used to work in multicultural teams, motivated to be part of a diverse team, respecting cultural, religious, national diversity
- **Organisational:** ability to fully identify with the organisation's mission and core values
- **Confidentiality:** protects organisation and its operations by keeping information confidential

* Candidates who are from the Asia region strongly encouraged to apply.

Applicants should send their CV, motivation letter and references to **Mr. Sambo Samrith**, sambo.samrith@centrepeace.asia by **10th July 2014**. Only short-listed candidates will be contacted for interview.