



## Vacancy

### Partnership & Grant Officer

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 one **Partnership & Grant Officer**. The primary purpose of this position is to support grant management, including proposal drafting and reporting requirements. Additionally the Partnership & Grants Officer will work with the Grants Manager to complete program monitoring and evaluation activities. The successful candidate does not need to have expensive prior experience with proposal management, however will have the desire and capacity to develop these skills in order to manage a portfolio of 5-7 grants.

***This position will be based in Siem Reap City and may require some parts of Asia. He/She will report directly to Partnership Coordinator & Grant Manager.***

#### Main tasks and responsibilities:

- **Proposal Development:** Coordinate portfolio of grants to ensure funding requests are in-line with organisational plan, including drafting and editing proposals, and synchronizing proposals across programmatic and funder needs
- **Funder Reporter:** Prepare funder reports inline with contractual requirements
- **Partner Relations:** Liaison with funding partners to nurture and maintain relationships, including visits to donor offices and conferences to share CPCS projects and network potential new partners
- **Program Monitoring:** Development and monitoring of organisational and programmatic indicators, measures and measurement tools, as recommended by strategic plan and requested by funders; explore potential for program and or organisational evaluation
- **Organisational Development:** Support strategic growth for the organisation as needed, including strategic planning, long-term program and funding planning, and other activities that support intentional and mindful organisational growth

#### Required qualifications and skills:

- **Education:** Minimum Bachelors degree in Peace Studies, Conflict Transformation or related field; Masters is a plus.
- **Professional writing:** Experience in proposal and or report writing, or other professional writing skills

- **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 (oral and written)
- **Organisational skills:** well-organised, effective time management, attention to detail, good at coordinating, and good at multi-tasking.
- **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.
- **Critical Thinking:** ability to think critically in the short and long-term
- **Cultural sensitivity:** able to work in multicultural teams, motivated to be part of a diverse team, respecting cultural, religious, national diversity
- **Organisational Values:** ability to fully identify with the organisation's mission and core values
- **Team Player:** Ability to work as part of a team, and to give and receive feedback
- **Flexibility:** ability to react and adapt quickly to unexpected changes, ready and able to find creative solutions in challenging situations
- **Confidentiality:** protects organisation and its operations by keeping information confidential

#### **Additional Skills:**

The successful candidate should have experience with the some or all of the following:

- Proposal development
- Strategic planning
- Funder reporting
- Monitoring and evaluation of program activities

#### **CPCS's Core Values:**

- **Grounded:** We are committed to mindful interventions into armed conflict. *We design programs rooted in ongoing and evolved analysis.*
- **Excellence:** We are highly motivated and dedicated to outstanding work. *We are committed to strategic, innovative conflict transformation.*
- **Trust:** CPCS' relationships with its partners and each other are heartfelt and respectful. *We practice empathy and solidarity.*
- **Courageous:** CPCS is dynamic, accepts challenges, perseveres, and pushes boundaries. *We are generous with our support and encourage each other.*
- **Continued Learning:** CPCS critically reflects and evaluates its methods, programs, and goals. *We share our work experiences. Our learning is reflected in our programs. We learn from innovative approaches of others.*

Applicants should send their CV, motivation letter and references to **Mr. Sambo Samrith**, [sambo.samrith@centrepeace.asia](mailto:sambo.samrith@centrepeace.asia) by **31 October 2014**. Only short-listed candidates will be contacted for interview. Candidates from Asia will be given preference for this position.