

Job Description

Program Officer (Peace Process Support Program)

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.

The Centre for Peace and Conflict Studies is looking seeking to recruit a **Program Officer** (one position) within its Peace Process Program in Myanmar. Successful candidate will be responsible for further developing and overseeing the continuation of the Centre's work with Myanmar Government.

The position will be based in Siem Reap City, Cambodia and requires extensive travel within Myanmar, and other parts of Asia.

Report to:

The successful candidate will report directly to the Peace Process Program Coordinator.

Key responsibilities:

- Design the continuation of the work with civil servants in line with CPCS strategy and funding proposal.
- Lead all aspects of planning and delivery of training workshops in Myanmar including curriculum design and development of material.
- Facilitate all training workshops and conduct selected training sessions on themes of conflict transformation.
- Recruit and manage consultants and resource persons for the delivery of training workshops.
- Establish and maintain solid working relationship with partner government agency in Myanmar. Manage finances and logistics related to the project.
- Produce timely activity reports for internal sharing of information and for donor reports.
- Performing other duties as may be assigned by Peace Process Program Coordinator.

Required qualifications and skills:

- Education: Masters degree in Peace and Conflict Studies, Conflict Transformation or related field.
- Experience: Minimum 3 years experience in peace building field, including 2 years experience as trainer.
- Skills:
 - Training skills in conflict transformation and peacebuilding using engaging and interactive tools.
 - Analytical skills on issues of peace building.
 - Ability to build strong relationships with different stakeholders and partners
 - Understand political dynamics and adapt working styles to varying political and social contexts.
 - Outstanding communication and interpersonal skills in dealing with government agencies.
 - Coordination and planning skills with attention to detail is desirable but not essential.
 - Ability to work within a team as well as independently

Applicants should send their CV, letter of motivation and references to **Mr. Sambo Samrith**, sambo.samrith@centrepeace.asia by **17 October 2014**. Only short-listed candidates will be contacted for interview.

Candidates from Asia will be given preference for this position.