

# Technical Advisor Fundraising – Grant Management to Damnok Toek (Goutte d'eau) in Cambodia (international position)

**Recruiting organisation:** Goutte d'eau, a child support network, [www.gouttedeau.org](http://www.gouttedeau.org) (Switzerland)

**Position:** Technical Advisor to Damnok Toek, [www.damnoktoek.org](http://www.damnoktoek.org)

**Location:** Cambodia - Based in Phnom Penh with regular trips to Poipet (on the border with Thailand) and Neak Loeung (on the road to Vietnam-1.5 hours from Phnom Penh).

**Duration:** At least 18 months - Full time position

**Starting date:** 1st February 2017 or to be discussed

**Deadline for applications:** 15th December 2016

## **BACKGROUND INFORMATION**

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Damnok Toek is a member of Goutte d'eau – a Child Support Network (GE CSN) ([www.gouttedeau.org](http://www.gouttedeau.org)).

Damnok Toek is a local NGO working in Cambodia since 1997 with the aim of supporting vulnerable children such as street children, children with disabilities, and children victims of trafficking/unsafe migration. Damnok Toek has projects in Poipet, Neak Loeung and Phnom Penh.

## **RESPONSIBILITIES**

As the Technical Advisor for Finance and Grant management, you will work directly on securing funding from multilateral donor agencies, trusts and foundations, government agencies, corporates, embassies and private donors. This also includes coordinating with our teams and TA's on project level to prepare grant's proposals and strengthen the relationship with our donor base:

- Building and maintaining relationships with institutional and private donors and coordinating donor project visits
- Identifying potential donors for DT projects and developing new proposals and preparing funding submissions
- Elaborating and monitoring funding plan and annual global budgets.
- Overseeing accounting according to program's budgets, finance policy and donor regulations.
- Building the capacity of the three accountants.
- Assisting with the preparations for the annual audit.
- Compiling and editing narrative donors reports and liaise with project coordinators and accountants to ensure that reports are submitted on a timely manner.
- Building the capacity of the team, including an assistant, on grants management, compliance, reporting, filing, monitoring, evaluation and program cycle management.

You will also give your support in different fields as **Human Resources and Projects**:

- Providing regular coaching and support to the staff, in particular the finance staff.
- Supporting in the preparation of information and communication materials such as brochures, annual reports and website content.
- Monitoring project results jointly with Technical Advisor for Projects and field staff.

## **REQUIREMENTS**

- Motivation to work for a grassroots organisation.
- Experience working on grant management, reporting, fundraising with private and institutional donors or related field.
- Fluent spoken and written English.

- Excellent communication, budgeting and writing skills, particularly for donor proposal writing.
- Capacity to plan and manage a high volume of work with multiple tight deadlines.
- Knowledge of project cycle management and Logical Framework analysis.
- Essential good interpersonal skills, ability to work both, in a team setting and on own initiative, with leadership and a supportive management style.
- Knowledge of accounting, including QuickBooks, and financial management preferred.
- Good training/capacity building skills.
- Ability to work under pressure and meet deadlines.
- Flexibility and a good sense of humour.
- Strong interest in Child Protection issues and projects supporting vulnerable and street-children.
- Ability and willingness to travel often to provinces (regular travel is required).

**How to apply:**

Please send your CV, a motivation letter and contacts for three references to [job@gouttedeau.org](mailto:job@gouttedeau.org) by 15<sup>th</sup> December 2016.

Please note that only shortlisted candidates will be contacted. This is a position within a local NGO with a fair remuneration including flights, insurance etc. without offering UN or other international organisations salaries or benefits.