



## JOB DESCRIPTION

- 1. Title and Full Name:** To be filled in
- 2. Job title:** Project Coordinator - Women Program
- 3. Status:** Full time employee
- 4. Department:** Social Cooperation
- 5. Organizational Relationship:**
- **Supervised by:** The Executive Director of the Open Institute.
  - **Report to:** The Executive Director of the Open Institute.
  - **Supervision:** All staff who are working for the Women program
  - **Coordinating:** With all Women project and Open Institute personnel
- 6. Duties and Responsibilities:**

The responsibilities of the Project Coordinator for the Women Program are as follow:

1. To administer and monitor all activities of the Women program, ensuring that the program is operating smoothly, efficiently and in a timely manner.
2. Participating in the preparation of the Women's proposal, together with other members of the Executive Committee, as it is a horizontal project across the organization.
3. Implementing the project activities according to their plan, time table, and expected results.
4. To supervise, initiate, and provide guidance to team members regarding ongoing development of the structure and content of the Women web portal:
  - ◆ To take overall responsibility for the ongoing content and layout in the web sites, ensuring their integration into the web site's overall design, in consultation with other team members.
  - ◆ To provide guidance to all team members on methods and approaches to collect content and maintaining effective working relationships with information providers.
  - ◆ To provide guidance and work with team member to select prioritized articles/content and to categorize them appropriately for uploading to the Women web portal.
  - ◆ To identify appropriate information sources/organizations. These sources include, but are not restricted to, government institutions, NGOs and international organizations, libraries and research institutes, websites, and print media.
  - ◆ To network with the above information sources and organizations, and maintain an ongoing relationship with them, periodically requesting

updates of content and additional material.

- ◆ To promote the women web portal by using media, forums, mailing lists and all means of communications.
5. To organize women forums with partner organizations of the women program.
  6. To organize Information Communication Technology related trainings for partner organizations or for the target groups of the women program.
  7. To assist the Editor of the women web portal in organizing editorial advisory group meetings.
  8. To design and carry out related researches of the women program, possible with research experts and partner organizations.
  9. To travel to provinces and outside of Cambodia.
  10. To participate in the communication spaces, email, mailing list, blog and forum of the Women web portal.
  11. Communicating with projects' stakeholders and target groups for mutual cooperation.
  12. Managing personnel and resources of the project:
    - ◆ Job design, recruitment, selection and performance evaluation of team members.
    - ◆ Coordinating tasks of the team members by providing clear instruction, guidance and motivation.
    - ◆ Monitoring actual use of the financial resources against proposed and approved budget in the proposals.
    - ◆ Contributing knowledge and experience to team members in internal team capacity building.
  13. To regularly communicate and develop reports, minutes and documentation of related tasks, work plan, time schedule, arising problems, and results of related works to the Executive Director.
  14. To participate and contribute knowledge and experience to build team capacity.
  15. All access and information must be kept confidential and be communicated internally only with the person(s) designated by the immediate supervisor.
  16. Administrative access permission (user name and password) of all hosting and web systems are only granted to do the assigned tasks. Any change must have prior approval from the immediate supervisor.
  17. To perform effectively and in timely manner works assigned and undertake any other support duties as may be required from time to time by the Executive Director or her designated person.

Created on: 17/10/07. Last update: 17/10/07 Version: 1. By: The Open Institute