



Job Announcement

The Cambodian Disabled People's Organisation (CDPO) was established in 1994 as a movement of Cambodians with disability. CDPO is a membership based, non-government organisation, representing persons with disabilities in Cambodia. We are working towards becoming "The voice of persons with disabilities in Cambodia". CDPO is now looking for qualified person for fulfils a position below:

Position: Project Officer
Base in: Phnom Penh and (required travel to provinces activity based)
Contract duration: 12 Months and Possible Renewal
Number of hiring: 01 Person

Main Duties and Responsibilities 1. Project & Grant Execution - Coordinate workshops, stakeholder and beneficiary activities (communities, local authorities, OPDs), and field visits. - Support procurement and bidding processes ensuring compliance with policies and legal requirements. - Manage OPD grants (agreements, technical support, coaching, document review/verification, and strategic problem-solving). 2. Financial & Budget Oversight - Assist in budget planning, tracking/forecasting and maintaining the Budget Monitoring Report. - Prepare budgets for activity including cash advances, reimbursements and settlements. - Maintain accurate financial records in line with approved budgets. 3. Reporting, M&E & Administration - Compile monthly/program reports, case studies, success stories, and impact measurements. - Maintain project information, documentation, filing systems, activity calendars, and national operational plans. - Facilitate internal/external project communications and participate in required meetings. 4. Human Resources & General - Conduct performance appraisals, skills/capabilities assessments, inductions, and staff motivation/monitoring. - Handle staff mediation and conflict resolution.	Person Specifications: Essential: - University degree in a relevant field - Minimum Two years of working experience in a relevant field - Experience working with Commune Council, local authorities, rural NGOs, public service providers, Pagodas, - Knowledge on disability rights, Human rights, Gender Equality, Disability and Social Inclusion (GEDSI), Climate resilience - Interpersonal skills - Stress management skills - Flexibility with differences at working environment - Be able to working in multiple tasks - Strong commitment to work with disability field - Facilitation, training and coaching skills - Planning, Monitoring and Evaluation skills - Strong communication and Networking skills, - Strong command of the English and Khmer language (reading, writing, and speaking) - Strong ability to work both independently and as part of a team - Knowledge of fundraising and proposal writing - Willingness and flexibility to travel to the provinces. Competencies: - Self-management - Leadership - Results oriented - Planning and organization - Relationship building and Networking - Report writing, - Program administration
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- Undertake other ad-hoc tasks as required.	- Competent computer skills (Word, Excel, Outlook)
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Closing Date: October 22, 2026, at 17:00pm

Please read the full details of the roles, person specifications and application guidelines on our job announcement. **Women, diverse people, and people with disabilities are strongly encouraged to apply.** Please mention your disability type in your CV or Cover letter, if applicable.

Interested candidates are requested to submit their application letter and CVs to CDPO Office at # 469, Street: 89BT, Tnot Chrum Village, Sangkat Boeung Tumpun II, Khan Meanchey, Phnom Penh, Cambodia or by email to recruitment@cdpo.org. For more information, please contact us via telephone: 015/092 221 823.

Only short-listed candidates will be contacted for an interview. We reserves the right to close this vacancy early if a sufficient number of applications are received.