

Job Announcement: Project Manager at the Salt Field

Location:

Chumkriel, Kampot Province

Closing Date:

March 17, 2017

Description of Chumkriel Language School:

Chumkriel Language School (CLS) is a Community Based Organization (a smaller scale NGO) founded in 2005 and located just outside of Kampot town. CLS offers a variety of education programs and support to the people of Chumkriel and surrounding rural communities. Its main aim is to improve future opportunities through quality education and programs that promote improved life skills. CLS has expanded to providing development initiatives to improve the living standard of the local people by introducing community based programs while continuing to maintain and enhance student education opportunities.

Chumkriel Language School aims to enable the community to gain better educational, health, and employment outcomes by fostering life skills, professional skills, the teaching of English, and by providing support and encouragement to families.

Website:

www.chumkriellanguageschool.org

Main duties and Responsibilities

Transport

- Drive students to school each day and to events.
- Record numbers on the truck each day and any absences.
- Keep students safe and make them behave on the truck.
- Look after the truck, wash it every week and keep it clean, have it serviced at least twice a year, get repairs done when they are needed, keep the log book up to date.
- Look after CLS motor bike, keeping it clean, servicing it regularly, and repairing it if it breaks.

Salt Field & Soup Kitchen

- At start of school years select students for classes,
- Work with Mr Chhim to check student attendance and test results at State School.
- Ensure students attend Salt Field School regularly.
- At Salt Field classroom, be on time for classes and with well-prepared lesson plan and appropriate teaching resources. Teach students English, Khmer, and Math using appropriate text and curriculum, and Health & Hygiene.
- Give life skills lesson once each month.
- Conduct monthly tests.
- Assist Finance Officer to supply raincoats to students in June and warm jackets in November.

- Make home visits to record family situation and to check on students who are absent a lot or are having problems. Where appropriate, involve Mr Chhim in these visits.
- Introduce volunteers, show them what to do, use them properly and learn from them.
- Organize two workshops each year to teach parents about topics which are decided with the Director one month before the workshops.
- Promote personal hygiene and a clean environment, particularly around the school, to salt field families.
- Work with the State School and the Ministry of Education to improve the Salt Field and Soup Kitchen Projects
- Organize visits to the salt fields and the soup kitchen.

REQUIRED SKILLS

- Can drive a truck safely and well
- Understand how to look after the truck so it runs well and is always clean and tidy
- Speak English and Khmer well
- A good teacher, particularly for English and basic Khmer subjects
- Able to communicate well with staff and parents
- Well organized and can prepare lessons well
- Understand about health and happiness of students
- Understand basic computing, including MS Word and MS Excel
- A team player

Application Information

Interested candidates should submit CV and cover letter in person at the Chumkriel Language School (CLS) or by using the contact details below.

Only candidates who are short-listed will be contacted and CVs will not be returned.

Contact Details

Address: Chumkriel Village, Chumkriel Commune, Toek Chhou District, Kampot Province

Name: Chumkriel Language School (CLS)

Phone: 010 43 10 43, 089 256 400

Email: phoascls@gmail.com

Website: www.chumkriellanguageschool.org