

**Job Postings**  
**RATANAK INTERNATIONAL**  
**MAY 2014**

Ratanak International is a Christian-based charitable organization which started in 1989 in Cambodia. Ratanak is seeking mature Christians and experienced applicants for the following positions at the Ratanak Achievement Program (RAP) Community Home and in its Cambodia Operations office.

**1) HOME ADVISOR COORDINATOR: ONE POSITION**

**Position Purpose and Responsibilities:**

Provides supervision, oversight and monitoring of RAP Home Advisors to ensure they provide quality care and support to clients who live at the RAP home. Responsible for the supervision and monitoring of RAP facilities to ensure all repairs, maintenance and operational issues are resolved in a timely basis. Provide spiritual support and care to Home Advisors.

**Required Skills/ Experiences:**

- Good oral and written communications skills in English and in Khmer.
- Good understanding of computer programs (Word, Excel)
- Good understanding in cash management and reconciliation.
- Good interpersonal skills
- Mature, dynamic, hard-working, well-organized and systematic.
- Team player
- Problem solving ability
- Proficiency in record keeping

**Required Education and Experience:**

- Bachelor's Degree in Psychology
- Experience in counseling an asset
- Experience working with finances and administration
- Experience working with traumatized victims
- Minimum of four years experience working in a supervisory role in a shelter or group home environment
- Christian regularly attending a local church

**2) COMPLIANCE MANAGER: ONE POSITION**

**Position Purpose and Responsibilities:**

Under the general direction from the Assistant Country Director the incumbent will be responsible for monitoring, evaluating and assessing all Ratanak Partner projects. This involves:

- Participating in partner management meetings

- Analyzing, monitoring and evaluating partner financial project plans to ensure compliance with the CRA (Canadian Revenue Agency) requirements and Ratanak International Operational principles and core values,
- Ensuring project financial and program reporting is completed on a timely basis
- Ensuring relevant documentation and project administrative support is being completed

**Required Skills:**

- Excellent oral and written communication skills in both English and Khmer.
- Thorough understanding of generally accepted accounting, and bookkeeping principles and practices.
- Excellent financial management skills including ability to analyze and interpret financial data and to prepare financial reports.
- Ability to think strategically and structurally in analyzing and evaluating project planning and activity.
- Intermediate computer knowledge including MS Word, Excel, PowerPoint and Outlook is necessary

**Required Education and Experience**

- Undergraduate degree or Master's Degree from a recognized university in financial management, project management or in accounting
- A minimum of **four (4) years** of experience working in an audit environment, financial analysis, project management or monitoring and evaluation of development programs

All persons wishing to apply should **FIRST** obtain the relevant Job Description by emailing [narun.chhay@ratanak.org](mailto:narun.chhay@ratanak.org) and indicating the desired position in the subject line. Interested candidates should submit their CV including a cover letter on or before **Friday June 20th, 2014 at 4:30 PM** to: **Ratanak International (Cambodia), Address: Street 51, #136B, Floor 1, Apt. B, Sangkat BoeungKeng Kang 1, Khan Chamkamorn, Phnom Penh** or email: [narun.chhay@ratanak.org](mailto:narun.chhay@ratanak.org).

Ratanak International is an equal opportunity employer with competitive remuneration rates and excellent employment terms and conditions. Women are strongly encouraged to apply. **Only short-listed candidates will be contacted for an interview.** All employees are required to abide by our Child Protection Policy, Confidentiality Agreement, and Ratanak International Values.