



## JOB DESCRIPTION

- 1. Title and Full Name:** To be filled
- 2. Job title:** Project Coordinator Assistant – Women Project
- 3. Status:** Full time
- 4. Department:** Social Cooperation
- 5. Organizational Relationship:**
- **Supervised by:** Women Project Coordinator
  - **Report to:** Women Project Coordinator
  - **Coordinating:** With all Social Cooperation and Open Institute personnel

### 6. Duties and Responsibilities:

The responsibilities of the Project Coordinator Assistant are as follow:

1. To assist the project coordinator to ensure smooth implementation of the Women's Documentation Center Project.
2. To identify appropriate information sources that maps information categories of the Women Web portal and Women Bulletin and together with the Project Coordinator to establish key strategies for institutional cooperation. The information sources include, but are not restricted to, government institutions, NGOs and international organizations, libraries and research institutes, websites, and print media.
3. To translate content from Khmer into English and vice versa, whenever needed for the Women Web portal and Women Bulletin.
4. To network, maintain good working relationship and mutual cooperation with all information sources, women organizations and networks, and periodically requesting updates of content and additional materials.
5. To participate in the communication spaces, email, mailing list, blog and forum of the Women Web portal.
6. To organize women forum meetings in consultation with the project coordinator; identify and invite participated organizations, facilitate agenda items and time table, develop and distribute reports, and follow up.
7. To work closely with ICT trainers to organize ICT and the use of women web portal training activities and schedules for target organizations.
8. To assist Project Coordinator for a proper implementation of the "APC<sup>1</sup> MDG3 Strengthening Women's Strategic Use of ICT" project specific on Violence against women and ICT which is a global project in collaboration with the

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<sup>1</sup> APC: Association of Progressive Communication, [www.apc.org](http://www.apc.org)

APC:

- To assist Project Coordinator in preparing national strategy workshops
  - To assist Project Coordinator in APC MDG3' small grant related.
  - To assist Project Coordinator in preparing the Feminist Technology Exchange (FTX) training to women's organizations and co-operational institutions.
  - To work with MDG3 Training Coordinator of APC, [www.apc.org](http://www.apc.org) in preparing curriculum for FTX workshops in consultation with Project Coordinator:
    - ◆ To assist Project Coordinator in preparing for the FTX workshops.
    - ◆ Contribute to the FTX portal of APC, [www.apc.org](http://www.apc.org) to facilitate knowledge sharing and interaction among organizations and individuals from Cambodia involved in the project
  - To assist Project Coordinator to organize a local campaign on Take Back the Tech
9. In consultation with project coordinator, work closely with reporter/editor of women program in designing the template, identify information and resources for publishing the monthly women bulletin.
  10. To participate in the selection and recruitment of the program members, whenever needed.
  11. To file the collected hard and electronic content in an appropriate information management system that can be easily accessible and searchable whenever needed.
  12. To work as a team member promote the Women Web portal and Women bulletin among women organizations, women networks and those involved in women's issues and rights.
  13. To work closely with the project coordinator to monitor, evaluate the program as well as to develop plan for the next phase.
  14. To regularly communicate and develop reports, work plan, time schedule, arising problems, and results of related works to the immediate supervisor.
  15. To participate and contribute knowledge and experience to build team capacity.
  16. All access and information must be kept confidential and be communicated internally only with the person(s) designated by the immediate supervisor.
  17. 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.
  18. 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 Project Coordinator for Women.

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