



អង្គការក្រុមការងារពិសេសសិទ្ធិលំនៅឋាន HOUSING RIGHTS TASK FORCE (HRTF)



Job Opportunity

Job Title:	Legal and Media Officer (L&MO)
Job Location:	HRTF in Phnom Penh
Reporting to:	Programme Coordinator
Responsible for:	Supervising the programmes of HRTF and working closely with Programme Coordinator, Financial and Administration Coordinator and as well as HRTF staffs
Status:	Full time, 1 year contract, renewable

1- General Description (Summary)

The Legal & Media Officer will perform the general key functions in the project implementation of the legal support to the community and working closely with media for HRTF advocacy, including – but not limited to – planning, resources mobilization and organizing, implementation of activities and reporting of legal, media, communication, and advocacy, maintain and update HRTF’s communication tools.

2- Specific Duties and responsibilities

1. Plan the project activities/events or participation to any events;
2. Plan the project activities/events relating with legal support to the poor communities
3. Provide legal advice and support on all substantive and procedural matters, in particular those related to judicial coordination before court
4. Organize and mobilize the resources for implementation of project activities/events
5. Organize training base on the project activities to the beneficiaries.
6. Lead and coordinate the implementation of the project activities and events.
7. Monitoring and sharing information of forced eviction and all events.
8. Produce video documentary of eviction and other related.
9. Undertake legal research, analysis and input the area of law/type of legal questions and analysis as requested by the communities
10. Facilitate with the government and the urban poor communities for negotiation to find the better solution
11. Write statement and press releases rested to existing laws
12. Coordinate and conduct meeting with partners for law analysis and advocacy
13. Conduct urgent emergency meeting on eviction as requested by the communities
14. Update HRTF Website, Facebook, Twitter, YouTube.
15. Maintenance and protection computers and HRTF website.
16. Design and writing database for tracking activities and result of program and project.
17. Report the progress of completed activities of project activities and events

18. Produced and submit regular monthly report to Programme Coordinator
19. Perform other task as required.

2- Qualification

- Bachelor of law, information technology, media and communication.
- Two years' work experience of law, media, communication and advocacy.
- Experience of writing, updating website and database
- Legal research and consultation skills
- Leading and coordination skills
- Project planning, implementation and reporting skills.
- Training and facilitation skills.
- Conflict and problem solving skills.
- Team spirit and team building skills.
- Be able to work under pressure and stress.
- Good communication with Khmer language and working English languages.

SUBMISSION OF APPLICATIONS:

Interested candidates are invited to submit CVs and letter of interest to our office address: #2, Street 271, Sangkat Boeung Tompon, Khan Mean Chey, Phnom Penh, Phone number: 023 996 531 or via email at: cam.hrtf@gmail.org. Only shortlisted candidates will be contacted for interview.

The deadline for the submission of applications: 10 March 2017, at 5:00pm.

Candidates who wish to pursue their professional career in Housing Rights Advocacy, evictees, disability, people living with HIV/AIDS and women are encouraged to apply!