



## Job Opportunity

CARE is an international development organisation fighting global poverty with a special focus on working with women and girls to bring sustainable changes to their communities. CARE founded in 1945, today CARE works in 95 countries around the globe. In 2015 CARE supported 890 poverty-fighting development and humanitarian aid projects to reach more than 65 million people. We work with partners to achieve lasting results for marginalised communities.

CARE is seeking for Four qualified **national** candidates to fill the **four positions** as below based in Phnom Penh with travelling to projects.

### 1. Deputy Program Director- Socially Marginalised Women

#### RESPONSIBILITY:

- Oversee and provide managerial guidance to the project teams and ensure the project activities are appropriate, timely and of quality and ensure the project objectives are met.
- Guide staff in timely planning of activities (work plans) that are consistent with project objectives.
- Ensure effective program quality and learning including technical excellence, gender sensitive, innovative and adaptive programming.
- Ensure the monitoring and evaluation of the projects and provide guidance to team members and regular documented field visits to project sites.
- Promote broader impacts, through capturing lessons and building credible evidence of effective approaches, and purposeful engagement in national level dialogue, to influence broader programming and priorities of CARE Cambodia.
- Be responsible for effective staff development, including promoting a safe and secure work environment.
- Mobilize resources to support projects including contributing to proposal development.
- Ensure multi donor contractual and financial compliance.
- Coordinate with relevant advisors to ensure program initiatives such as technical excellence, behavior change communication and monitoring and evaluation are well integrated.
- Identify and develop strategic partnerships to enhance project impacts.
- Actively advocate to ensure the Socially Marginalized Women scale up and impact.
- Participate as member of Emergency Response Team and be familiar with Emergency Preparedness Plan and emergency related responsibilities.
- Other relevant tasks as directed by the Program Director.

#### SELECTION CRITERIA:

- Minimum Master's Degree in development planning, economics or a related field.
- At least 8 years' experience in the management of people and development programs with an international NGO, aid agency or other development organization.
- Experience in the design and development of program strategies and complex project interventions, including familiarity with logical framework approaches.
- Proven Experience with strategy development.
- Responsibility on Finance and Budget review.
- Excellent communication skills (both written and spoken) in English and Khmer including report writing, as well as familiarity with Microsoft Office applications.
- Demonstrated commitment to CARE values (Respect, Integrity, Commitment and Excellence) and teamwork.

## 2. Gender Technical Advisor

### RESPONSIBILITY:

#### Program Responsibilities - technical support project implementation

- **Provide high quality ongoing technical guidance** on gender, based on knowledge, experience and analysis, both at the program and project levels.
- **Advise the various Program Team staff, long and short term consultants** on technical aspects and draw linkages between their work to ensure cohesion and best-practice in gender approaches.
- **In Collaboration with the Monitoring and Evaluation Advisor, support monitoring and evaluation methods** for gender, including: working with external experts to strengthen the new monitoring, evidence, learning and impacts (MELI) practice and results framework, and seeking new tools and methods and introducing them to CARE.

#### Program Responsibilities – visibility, strategy and new business

- **Support alignment of projects** with the CARE International Strategy 2020, the long term Program Approach, project strategies, activities and messages and involving project staff and long-term consultants in learning and reflective to ensure cohesion, effectiveness and impact.
- **Play a leading role** in the evolving direction of the CO Programs including all 4 outcome areas of CARE 2020.
- Participate in all new **proposal development teams** by providing technical advice and sharing knowledge of existing projects, relationships, innovations, and opportunities.

#### Program Responsibilities - stakeholder engagement

- **Seek out, develop and maintain key relationships** that are critical to furthering cross-thematic goals in the CO program, including with key Government stakeholders: Ministry of Women's Affairs (MoWA), Ministry of Interior (MoI), Ministry of Health (MoH), Ministry of Labour (MoLVT), Ministry of Education (MoEYS), Key UN/NGOs including (but not limited to): UNW, UNFPA, UNICEF, Oxfam, ActionAid, academia, research institutes, civil society, private sector, and experts to expand and share knowledge, exchange views.
- **Participate in meetings and activities** and contribute to relevant Gender national, provincial and local advocacy, including ensuring representation and presentations in relevant technical working groups and other technical meetings.

#### SELECTION CRITERIA:

- Masters in Gender Studies or a relevant field and/or relevant work experience
- At least 8 year experience working within an international NGO or NGO
- Demonstrated knowledge and understanding of gender and women's empowerment strategies and approaches or equivalent work experience.
- Knowledge and experience in current policies and laws which are about or impact responses to women empowerment, and the implementation of those laws and policies.
- Experience in technical guidance preferably with a focus on gender equality and women rights.
- Demonstrated ability to work effectively with government, private sector, partners and networks.
- Excellent interpersonal skills.  
Good communication skills (written and spoken) in English and Khmer including report writing.
- Demonstrated flexible approach and ability to work under pressure and to organize and manage workload to meet deadlines.
- Demonstrated commitment to CARE values (Respect, Excellence, Diversity and Integrity) and teamwork.

## 3. Education Technical Advisor

### RESPONSIBILITY:

#### Program Responsibilities - technical support project implementation

- **Provide high quality ongoing technical guidance** on education, based on knowledge, experience and analysis, both at the program and project levels.
- **Advise the various Program Team staff, long and short term consultants** on technical aspects and draw linkages between their work to ensure cohesion and best-practice in approaches.
- **Provide learning and capacity development** to program and program support staff with a view to incorporating a holistic approach about education as a means of women's and girls' empowerment across CARE's work.
- **In collaboration with the Monitoring and Evaluation Advisor, support monitoring and evaluation methods** for education, including: working with external experts to strengthen the new monitoring, evidence, learning and impacts (MELI) practice and results framework, and seeking new tools and methods and introducing them to CARE.

#### **Program Responsibilities – visibility, strategy and new business**

- **Support alignment of projects** with the CARE International Strategy 2020, the long term Program Approach, project strategies, activities and messages and involving project staff and long-term consultants in learning and reflective to ensure cohesion, effectiveness and impact.
- **Seek out opportunities**, and pursue these with minimal supervision and direction, to **further institutional knowledge** about education and **link-in and support the work of other organisations**.
- Participate in all new **proposal development teams** by providing technical advice and sharing knowledge of existing projects, relationships, innovations, and opportunities.

#### **Program Responsibilities - stakeholder engagement**

- Provide **expertise and knowledge** to external stakeholders on a broad range of subjects relevant to CARE's approach to education, including but not limited to ethnic minority and multilingual education, national and sub-national government governance structures, law and policy on education, school governance, training and capacity building, education in emergencies, education and women's economic empowerment, and STEM and ICT for Education.
- **Seek out, develop and maintain key relationships** that are critical to furthering cross-thematic goals in the CO program, including with key Government stakeholders, key UN/NGOs including, academia, research institutes, civil society, private sector, and experts to expand and share knowledge, exchange views.

#### **SELECTION CRITERIA:**

- Master in Education or a relevant field and/or relevant work experience
- At least 8 year experience working within an international NGO, NGO, or UN Agency
- Demonstrated knowledge and understanding of ICT, STEM, and inclusive education, women's economic empowerment, governance and other relevant sectors
- Knowledge and experience in current policies and laws which are about or impact responses to education especially for minorities and girls, and the implementation of those laws and policies.
- Experience in technical guidance with a focus on education.
- Demonstrated ability to work effectively with government, private sector, partners and networks.
- Excellent interpersonal skills.
- Good communication skills (written and spoken) in English and Khmer including report writing.
- Demonstrated flexible approach and ability to work under pressure and to organize and manage workload to meet deadlines.
- Demonstrated commitment to CARE values (Respect, Excellence, Diversity and Integrity) and teamwork.

#### **4. Senior Internal Audit Manager**

##### **RESPONSIBILITY:**

Your major responsibilities will be varied and will include:

- Prepare annual risk based audit plan detail scope, nature and timing of audit activities
- Conduct internal audits field offices (including attending activities conducted by program), partners and country office (inclusive of procurement, finance, HR, program etc) to assess the adequacy, effectiveness and efficiency of the CARE/Donor regulations - internal controls and procedures.
- Provide recommendation for improvement, develop corrective action plan.
- Discuss audit findings and recommendations with internal management- auditee

- Review CARE Cambodia local policies and procedures, provide recommendation to enhance internal controls.
- Identify key areas of risk within the organization and propose appropriate controls to mitigate the risks.
- Design internal audit procedures and tools (detailed audit check list, check list for program, field office operation)
- Draft the internal audit charter in line with international standards
- Carry out auditing of sub-grants/contracts and ensure compliance in subcontracts and provide recommendation.
- Serve as point of contact for all external auditors and CARE Member Partner audits
- Participate in feedback and lead implementation of external audit recommendations

#### **CARE, Donor policy and local Government Legislation**

- Familiar with all donor policy and procedure including CI code; CARE Australia Country Office Finance Manual and all other internal policies.
- Familiar with donor policy - EU, USAID, DFAT etc
- Familiar with all aspect of Local government legislation

#### **SELECTION CRITERIA:**

- Masters' Degree or progress towards postgraduate qualifications
- Minimum of 5-7 years relevant experience
- Proven expertise in the management of significant financial, human and material resources Proven Experience with strategy development.
- International recognised accounting or auditing certification preferred
- Knowledge of audit techniques (work programs, tests, sampling, documentation, reports)
- Knowledge and experiences with a variety of international donor regulations and reporting requirements e.g. USAID EC, DFAT.
- Experience with training and capacity support
- Experience in auditing INGOs/or multilateral donor, foundation donor fund projects
- Experience in risk management and internal controls related to INGOs
- Strong negotiation and problem solving skills
- Fluent in written and spoken English and Khmer
- Commitment to CARE values (Respect, Integrity, Commitment and Excellence) and team work.

#### **APPLICATION INFORMATION:**

Interested candidates are requested to submit a CARE application form along with CV and cover letter to [khm.jobs@careint.org](mailto:khm.jobs@careint.org), or at the CARE Country Office at 4th Floor, #216B, Preah Norodom Blvd, Sangkat Tonle Bassac, Khan Chamkarmorn, Phnom Penh. A detailed job description and application form is available on [www.care-cambodia.org](http://www.care-cambodia.org) or [www.bongthom.com](http://www.bongthom.com). Applicants will be reviewed on a rolling basis with a deadline of **23 April 2017**. Only shortlisted applicants will be contacted. Submitted documents will not be returned. In return for your commitment you will benefit from ongoing professional development and a comprehensive benefits package.

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are encouraged to apply for all CARE Cambodia positions and will be strongly considered regardless of the requirements of the position.

CARE Cambodia is committed to protecting the rights of children. CARE Cambodia reserves the right to conduct screening procedures to ensure a child safe environment.