



VACANCY ANNOUNCEMENT

(Program Manager)

Krousar Yoeung Association (KrY) is a local non-governmental organization with no religious or political ties and was established in 2002 with the Ministry of Interior to promote health condition, cognition and development of children, strengthen childcare and parenting, improve livelihood and empower families through different development programs.

To achieve the goal of its strategic plan 2014-2018 and for the sustainability of the association, KrY is seeking for a dynamic Cambodian national for the vacant position of the Program Manager based in head office in Phnom Penh.

Position: **Program Manager**

Based in: **Phnom Penh**

Employment Contract: **Undetermined Duration Contract (UDC)**

Grade: B

Job Summary

Program Manager will primarily be responsible for overall program management under direct supervision from ED of KrY. He/she will supervise the provincial coordinators, project coordinators, and project officers to implement their respective projects effectively. The Program Manager will closely with HR-Finance, and Admin staff to ensure the project implementation and administration are met and in compliance with the internal policy and donor requirements

The position will be based at Head Office in Phnom Penh and frequently travel to the target projects in the provinces or worked related areas

Key Roles and Responsibilities

Strategic Management

- Assist ED to lead the strategic direction for the organization;
- Assist ED to develop the organization's income generation plan and implement the social business plan
- Lead in program design, reflection and provide strategic direction to the respective projects;
- Engage and support the fund raising activity through the development of concept note and funding proposals to the potential donors and respect of donors procedures and partnership agreements

- Joint-review the strategic plan to adapt the context and align strategy and actions with government policies.;
- Ensure respect of GPP standards,
- Design and implement good governance policy and internal and regulations, in particular conflict of interest policy.

Program Management

- Oversee the program operation of KrY whether the development or social business;
- Ensure all respective projects are planned, implemented, monitor, and evaluated if they meet the objectives and expected results;
- Update the program progression and challenges to the management and sometimes to board when needed;
- Coordinate and provide donors or relevant stakeholders for the project visits;
- Responsible for the management and technical oversight of all projects activities;
- Responsible for project development following strategic plan;
- Supervises the provincial coordinator and KrY's team to ensure objectives of the projects are met, taking into account the evolving situation and needs and Ensures good communication within internal and external association.

Human Resource Management

- Be responsible for the design and implementation of HR regulation, in line with Cambodian law and donors procedures;
- Build up capacity the subordinators through providing relevant trainings, coaching, feedback, and mentoring to enable them to be confident to implement the project smoothly and effectively;
- Engage and support the staff recruitment process to fill the vacant positions;
- Responsible to solve internal or external problems (conflicts etc) encountered between staff or with the beneficiaries or others;
- Conduct staff performance appraisal to meet project expectation and validates the job descriptions drafted by provincial coordinators;
- Create a positive and constructive / participative work climate which is able to meet changes and needs;
- Ensures the understanding by all staff of the various management tools (work contract, internal rules/policies) and implementation and
- Ensure good team spirit and effective work of each staff, according to job descriptions and responsibilities

Finance and Administration

- Oversees and validates the preparation of budget and all expenses and the implementation internal finance procedures,
- Work closely with Finance and Admin Manager to lead in budget planning, monitoring, and reviewing;
- Check and approve the budget and cash advance request according to the authorization level;
- Support the team in related project administration and procurement tasks as well as the creation of work and service contract with other partners, clients, and/ relevant stakeholders.
- Ensures good and transparent management of both proper funds and donors funds – oversees implementation of annual external audit of the whole project and organization,

- Performs monthly expenditure control and validates financial reports before sending to ED and donors.

Monitoring, Evaluation, and Reporting

- Develop M&E framework and tools for KrY program and projects to ensure the implementation, progression, and achievements are properly tracked for reporting;
- Conduct monitoring visits to support the project implementation;
- Lead for internal and external evaluations of the respective projects then report or share to management, donors, and relevant stakeholders;
- Lead and coordinate to produce the annual report to donors, government agencies, and relevant stakeholders;
- Coordinate and consolidate the project reports and submit to donors in timely manner
- Follow up monitoring and evaluation process and procedure and recommend improvement.

Networking and Partnership

- Develop communication tools adapted to the strategy and targeted audiences ;
- Liaise and represents the association with government institutions, relevant authorities, partners and donors;
- Work in close collaboration with NGO partners, and government at national level as well as the relevant stakeholders to support the program operation;
- To assist ED in establishing and maintaining good partnership and networking with other related government/NGO and UN organizations;
- Communicate and correspond to all related programmatic concerns within KrY
- Join and support the concern networks for knowledge sharing, advocacy or policy dialogue.

Minimum Qualification and Requirements

Applicants who are interested need to fulfil all the requirements below:

- Cambodian national with at least Master degree or equivalent diploma in Education, management, social sciences/business or related fields;
- Minimum 7 years professional experience in NGO on field of organizational/program management especially in the fields of social and business development, education, child rights, and public health;
- Excellent writing skill both in English and Khmer version;
- Ability to work spontaneously and cooperatively;
- In-depth knowledge of Cambodian society and international affairs;
- Experience in designing and implement business plan and marketing strategy is an asset;
- Excellent communication skills and experience in working with authorities and social partners both at national and subnational levels;
- Strong leadership and participative management skills;
- Good communication and interpersonal skills;
- Ability to handle multi-tasking;
- Analytical skills and critical thinking;
- Competence in monitoring and evaluation of the project;
- Ability in proposal writing, fundraising and skillful and experience in financial management;

- Ability in report writing to donors,
- Excellent computer skills and office management and.
- Ability to supervise and build capacity of staff.

Application Information

Interested candidates should send their CVs with cover letters via electronic mail to: Ms. **Phoung Kresna**, HR-Finance and Admin Manager at address: kresna@krousaryoeung.org. H/P: **089 474 766** Office Address: # 38, St. 598, Sangkat Boeng Kak II, Khan Tuol Kork, Phnom Penh. Website: www.krousaryoeung.org
Please do not attach any certificates or recommendation letters.

Closing date for applications: 5:00 PM, Friday 28th April 2017

Women are strongly encouraged to apply for this position.

Only short listed candidates will be contacted for the written test and Interview.