

CRS JOB DESCRIPTION

Job Title: Project Manager - Disaster Risk Reduction	Reports to: Deputy Head of Programs
Department: Program Quality	Salary Grade: 9

About CRS

Catholic Relief Services (CRS) was founded in 1943 by the United States Conference of Catholic Bishops to assist the poor and disadvantaged. CRS returned to Cambodia in 1991 and currently works in the sectors of Health and Climate Change Adaptation with government and civil society partners. CRS head office is located in Phnom Penh.

Job Summary

You will manage, coordinate, and monitor project activities and relationships with partners and other project stakeholders to assist the achievement of the Disaster Risk Reduction project objectives advancing Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your project management skills and knowledge of the program area will ensure that the CP delivers high-quality programming and continuously works towards improving the impact of this project.

Roles and Key Responsibilities

- You will lead technical, budget management, monitoring and reporting activities through most of the project cycle - start-up, implementation and close-out - in line with CRS program quality principles and standards, donor requirements, and good practices.
- Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, contribute to the recruitment process of project staff, and complete performance management for direct reports.
- Ensure learning properly accompanies project activities throughout the project cycle. Support accountability through coordinating project evaluation activities following MEAL Policy. Proactively identify issues, report them to inform adjustments to plans and implementation schedules.
- Foster and strengthen partnerships relevant to the Building Resilience in Communities in Cambodia (BRICC II) and the Climate Change & Health Preparedness projects, applying appropriate application of partnership concepts, tools and approaches.
- Represent the organization with donors, INGO working groups, UN, relevant local partners and relevant local government and community actors for Health, Disaster Risk Reduction and Climate Change.
- Determine activities required for ensuring the financial, material and human resources for the quality implementation of the project. Conduct periodic budget reviews and follow-up with partners on timely submission of financial reports to facilitate proper tracking of resource use.
- Identify staff capacity needs and technical assistance needs of partner organizations and contribute to capacity strengthening and required interventions to support quality project implementation.

- Assist with preparation of trends analysis reports and disseminate results. Review project documentation to ensure project file is complete with all required documentation and is filed per agency and donor requirements.

Basic Qualifications

- Bachelor's Degree required.
- Minimum of 5-8 years of work experience in project management, ideally in the field of disaster management or climate change, and for an NGO.

Preferred Qualifications

- Master's degree in international relations or in International Relations or in field related to disaster management or climate change would be a plus.
- Experience working in public health and health emergency preparedness, a plus.
- Relevant grant management experience, especially for USG or other public donors, a plus.
- Ability to contribute to the development of technical proposals, a plus.

Knowledge, Skills and Abilities

- Staff supervision experience.
- Experience working with stakeholders at various levels and strengthening community partnerships.
- Experience analyzing data and contributing to evaluation reports.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).
- Critical thinking and creative problem-solving skills with ability to make sound judgment.
- Strong relationship management skills and the ability to work effectively with local stakeholders. Representation abilities.
- Ability to contribute to written reports
- Proactive, results-oriented, and service-oriented
- Attention to details, accuracy and timeliness in executing assigned responsibilities

Required Languages: Fluent Khmer and professional level English (written, spoken) required.

Travel: Must be willing and able to travel up to 40%.

Supervisory Responsibilities: This position will supervise one Project Officer.

****This position is contingent upon funding****

Agency-wide Competencies (for all CRS Staff)

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent

- Strategic Mindset
- Accountability & Stewardship

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer