



JOB DESCRIPTION-CARE Cambodia

JOB TITLE: Program Director	
LINE MANAGER: Deputy Country Director Programs	GRADE: H
BUDGET RESPONSIBILITY: USD 3-5 million	WORK LOCATION: Phnom Penh with frequent travel to the provinces
TEAM: Programs	
INTRODUCTION <p>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.</p> <p>CARE aims to tackle the underlying causes of poverty and social injustice and to bring lasting change to the lives of poor and vulnerable people.</p> <p>Founded in 1945, today CARE works in over 100 countries around the globe. CARE has been working with Cambodians since 1973, with an office in Phnom Penh since 1991.</p> <p>Today, CARE focuses on empowering particularly marginalised and vulnerable women in Cambodia, including urban women who are marginalised by occupation, and women and girls from ethnic minorities.</p>	
RESPONSIBILITIES <p>As Program Director of CARE International in Cambodia:</p> <p>1. Strategic Direction setting</p> <p>In conjunction with the Country Director (CD) and the DCD Programs (DCD-P) the Program Director will:</p> <ul style="list-style-type: none">• Participate in the development of a cohesive, focused and effective program through annual and long-term program planning processes.• Ensure that all program development and implementation is consistent with strategic plans and CARE International and CARE Australia standards.• Ensure that the priorities of CARE Australia and CARE International members as well as Cambodia government and other key stakeholders are reflected in program strategies and project designs.• Liaise and develop networks with government, non-government, partners and donors promoting an understanding of CI Cambodia' work and to ensure the Country Office is informed of key trends and best practice. <p>2. Project Cycle Management</p> <p>The Program Director works closely with the CD, DCD-P, Technical Advisors and the SMT to:</p>	



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- Develop new program and project opportunities and ensure they are of high quality and strategically aligned.
- Oversee policy, strategies and standards relating to program design, implementation, monitoring and evaluation, to maximise the effectiveness of CARE International programs.
- Throughout the project cycle regularly monitor and review project implementation to ensure quality, contractual compliance and timely reporting.
- Oversee program and project evaluations and ensure lessons learned are incorporated into current and future programming.
- Together with the CD and Emergency Response Team, build CI in Cambodia's disaster preparedness and response capacity and manage disaster response.

3. Information sharing, learning, collaboration

Working with the DCD-P, key staff and other SMT members:

- Promote the CARE International's vision, mission and core values among staff and partners.
- Ensure sharing of project information and learning both within the Country Office and with appropriate external agencies, partners and stakeholders.
- Provide the Country Director and Deputy Country Directors with accurate and up to date advice of developments and issues in program and project implementation together with any necessary recommendations for action.
- Engage collaboratively with CARE Australia and other CARE Member Partners in the management, implementation and information sharing of programs and projects.

4. Representation and Fund Raising

In coordination with the CD and DCD-P:

- Ensure appropriate representation of CI Cambodia in programming, policy coordination and information sharing forums.
- Assist in the development and presentation of high quality concept papers, designs and proposals to a range of potential donors including Australian DFAT and CARE International Members.
- Develop and maintain close relationships with donors and counterparts, and support CARE Australia in fund-raising and engagement of donors.
- Actively engage with the Resource Mobilisation Working Group with the gathering and sharing of information on existing and emerging donor opportunities and liaise with CARE USA and CARE Members in securing project funding.



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5. Administration and Human Resources Management

- Promote an open, diverse and participatory work environment.
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- Provide assistance and support to Program Quality and Project/Program Managers and the Technical Advisors as appropriate to carry out their responsibilities, and ensure they receive adequate professional guidance and development opportunities.
- Lead senior managers in identifying, designing and implementing appropriate training and effective coaching and mentoring strategies for programming staff.

6. Safety and Security

- Promote a safe and secure work environment, foster a safety and security culture and ensure consistent application of and compliance with CARE Australia and CARE International safety and security policies and procedures.

COMMON ACCOUNTABILITIES FOR CARE CAMBODIA STAFF:

- To proactively manage the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities as ways of improving performance and outcomes;
- Engage in emergency preparedness, assist in any emergency response as required;
- As an Emergency Response Team (ERT) member, actively participate in the assigned role, related to a specific emergency response;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies, procedures;
- Demonstrate an ongoing commitment to gender equality, diversity and child protection; and
- Comply with CARE Cambodia's financial and operational requirements, foster strong communication between operations and program teams and uphold high standards of honesty and integrity in personal conduct.

EXPERIENCE AND QUALIFICATIONS:

- Minimum a Masters' degree in development studies or other relevant field and/or a minimum of 7 years relevant experience in an INGO or similar organisation, with a minimum of 3 years at senior management level;
- Demonstrated ability to work with a large degree of autonomy and to be involved in strategic decision making;
- Demonstrated experience in working as a team to develop proposals and manage research projects;
- Demonstrated high level organisational and time management skills, including the ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment;



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- Demonstrated strong leadership, decision making, problem solving, interpersonal, negotiation, planning, analytical and influencing skills;
- Proven ability in managing budgets;
- Fluent oral and written communication skills in both Khmer and English;
- Demonstrated honesty, maintaining confidentiality, reliability and trust;
- Representational skills including developing networks and relationships with key stakeholders;
- Demonstrated ability to apply gender, diversity and women's empowerment principles to monitoring, evaluation, learning and accountability; and
- Fully conversant in Microsoft Office with knowledge in Microsoft Word, Power Point and Excel.

1. COMPETENCIES:

This position requires the following leadership, technical and core competencies as stated in CARE's Competency Framework.

Leadership Competencies

- Strategic Thinking and Direction at Level 4
- Accountability and Judgement at Level 4
- Leading and Managing People at level 4

Technical Competencies

- Program Management and Program Coordination
- Report Writing
- Grant Management and Proposal Development
- Diplomacy, Inclusion & Diversity
- Sexual Harassment,
- Women Economic Empowerment and Gender Based Violence,
- CSOs Operating Context

Core Competencies

- Interpersonal Relationships
- Adaptability
- Problem Solving and Conflict Resolution
- Communication and Influence
- Leadership
- Decision Making
- Self-Development

APPROVED BY:

Date:

Signature:

ACCEPTED BY:

Date:

Signature: