



## Job Opportunity

### Position Description

Title : Program Director  
Country Office: CARE International in Cambodia  
Location: Phnom Penh, Cambodia  
Position reports to: Deputy Country Director Programs  
Position Type: Fixed Term Contract, Full Time  
Salary range: Level H, monthly salary from 2,721 USD to 3,550 USD

### About the Country Office

CARE International Cambodia's Program Strategy is explicitly oriented around supporting impacts for particularly vulnerable and marginalised groups in Cambodia. CI Cambodia recognises that the key to achieving equitable development outcomes lies in shifting deeply rooted, structural underlying causes of poverty which contribute to exclusion and vulnerability of particular groups in society.

CI Cambodia's Strategy identifies the empowerment of women as a key pathway to equity; linked to two long-term programs with Ethnic Minority Women and Vulnerable Urban Women. CARE International has been working with Cambodians since 1973, with an office in Phnom Penh since 1991 in long-term development programs and emergency relief and rehabilitation assistance. CI Cambodia is currently implementing almost 20 projects in many provinces and Phnom Penh. CI Cambodia's engagement focuses on dignified work, health, women's empowerment, prevention of gender-based violence, education, livelihoods, and disaster risk reduction.

CARE is proud to be an equal opportunity employer. CARE value diversity however we are now seeking for applicants from the nationals of Cambodia only, and people living with a disability and/or have lived experience of disability to fill the position below:

### About the Role

The **Program Director** is responsible for and accountable to the Deputy Country Director - Programs for the overall planning and management of CARE International in Cambodia's development and humanitarian program and Country Office activities in Cambodia.

Working as a member of CARE International in Cambodia's Senior Leadership Group, the Program Director will be gradually transferred the role of Deputy Country Director Programs over two years. The responsibilities outlined below will be realised in accordance with CARE International's values, Vision 2030 and CI in Cambodia's Long Term Program Strategy.

### Key Responsibilities

As Program Director of CARE International in Cambodia you will have the following responsibilities:

#### 1. Strategic Direction setting

In conjunction with the Country Director (CD) and Deputy Country Director Programs (DCD-P), the Program Director will:

- 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.

## **2. Project Cycle Management**

The Program Director works closely with the CD, DCD-P, Technical Advisors and the SMT to:

- 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 in 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 assist the CD to coordinate the Resource Mobilisation Working Group with the gathering and sharing of information on existing and emerging donor opportunities and liaise with CARE Australia and CARE Members in securing project funding.

## **5. Administration and Human Resources Management**

- Promote an open, diverse and participatory work environment.
- Provide direction, guidance, 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.

## SELECTION CRITERIA

- 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;
- 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.

## I. COMPETENCIES

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

### A. Leadership Competencies

- Strategic Thinking & Direction
- Accountability & Judgment
- People Management.

### B. Technical Competencies

- Program Management/Program Coordination,
- Report Writing
- Grant Management,
- Proposal Development
- Diplomacy
- Inclusion & Diversity
- Sexual Reproductive Health/Public Health,
- GBV
- Migration, Trafficking
- Women Economic Empowerment
- CSOs Operating Context

### C. Core Competencies

- Interpersonal Relationships
- Adaptability
- Problem Solving and Conflict Resolution
- Communication and Influence
- Leadership

- Decision Making
- Self-Development

## HOW WE VALUE YOUR CONTRIBUTION

- **An opportunity to work with a committed team who feel passionate about gender equality and diversity; improving lives of disadvantaged people; and working with partners to bring about positive and lasting change.**
- **Remuneration Package:** 13th month salary, Provident Fund, Seniority Indemnity, medical allowance, phone card Allowance, Accident and Health Scheme with National Social Security Fund, group personal accident insurance with private company, surgical and hospital insurance with private company that also cover your dependents, Cost of Living Allowance, annual increment based on your yearly performance rating and available funds.
- **Flexible Working Arrangement:** In order to improve employee's work-life balance, CARE Cambodia has developed a flexible working arrangement policy. This will assist CARE Cambodia employees to attend to his/her personal needs; allow for off-peak travel; and to have more flexibility for child care.
- **Leave:** CARE Cambodia provides staff with paid time off from work for rest and personal time or for other reasons. All full-time employees are entitled to 18 days of Annual Leave, 15 days of Sick Leave, 5 days of Special Leave, 3 months Maternity Leave/Adoption Leave, 7 days of Parental Leave/Adoption Leave, Nursing Leave and Study Leave.
- **Public Holiday:** CARE Cambodia the mandated public holidays based on the Prakas by the Ministry of Labour and Vocational Training.
- **Time Off In Lieu:** CARE Cambodia promotes a healthy work and life balance and does not encourage employees to work outside normal working hours. If employees have to work during the weekend or on public holidays due to requirements, they will be entitled to Time Off In Lieu.
- **Learning and Development:** Continuous improvement through learning and development is a critical aspect of CARE Cambodia's people focused agenda.

## 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 #91, Street 95, Sangkat Boeung Trabek, 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 01 July 2022. 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

*"Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations. To find out more, please contact the Senior Human Resources Manager."*