



ACTIONAID CAMBODIA (AAC) Job Description and Person Specification

Job Title:	Project Manager		
Department	Programme	Unit	Programme
Grade:	F	Contract Type	FDC
Location:	Phnom Penh, with frequent travel to provinces		
Reports to:	Programme and Business Development Lead		
Direct Reports:	Programme Intern (where applicable)		
Job Role			
Role Overview:	The Project Manager will lead and manage the effective implementation of the Project “Strengthening CSOs to Take Action on Economic Governance” in coastal area. S/He will ensure the quality and timely delivery of the project with all consortium partners. S/He will ensure that all partners are efficiently and effectively implementing the project activities. S/he will ensure smooth coordination among all consortium partners over the course of project implementation. The project manager will ensure high project accountability among all consortium partners. S/he will ensure on-going learning and documentation for the project happen regularly. S/he will ensure quality project reports are timely submitted to AAI and Donor. S/he will ensure on-going relationship established among donors, relevant stakeholders, private sectors and Civil Society Organisation (CSO) at both national and sub-national level.		
Areas of Responsibilities	Key Activities		
Project Implementation	• Lead and manage the effective and successful implementation of the project with all consortium partners and sub-grantees. • Coordinate the project implementation by partner organisations and communities, including collective actions efforts, to ensure strategic harmonisation and maximising impacts. • Coordinate cross-department work to ensure smooth implementation of the project. • Coordinate donor’s and PAT monitoring visits. • Promote healthy relationship with community partners, government agencies, donors and other stakeholders. • Lead in AAC’s economic governance and rights advocacy with key stakeholders, including government body, private sectors, CSO communities at national and sub-national levels. • Taking lead in coordination and establishing new provincial coastal community fishery (CFi) networks. • To ensure the functioning of CFi network within the 4 target provinces.		

	• To coordinate with consortium partners to conduct provincial dialogue meeting for governance of natural resources and budget allocations. • Taking lead on coordinating regional coastal conference on economic governance and responsible business. • Coordinate with consortium partners to implement a national forum and dialogue with the government and private sector. • Support CFI network in regional/international dialogue platforms. • Ensure strategic partnership with all consortium partners and sub-grantees and high quality of delivery of small grants implementation among CSOs. • Ensure smooth partnership procedure and requirements are in place with all consortium partners and sub-grantees including the MoU, grant agreements, detailed plan and budgets, etc. • Provide overall leadership coordination with government stakeholders and development partners related to the project. • Ensure quality participatory action research and all publication are published and disseminated with community and relevant stakeholders.
Project Management	• Ensures the high-level project management coordination to effectively plan, implement, monitor and evaluate project activities according to the project work plan and project goal. • Provide leadership with consortium project in coordination with consortium partners including regular meetings, learning, reflection, knowledge management and documentation etc. • Leads the Project Operational Team (POT) to plan, reflect and improve project operations effectiveness and efficiency. • Assists the Project Accountability Team (PAT) in providing strategic direction to the project implementation, by providing quality input/advise and follow-up on actions agreed by the PAT. • Prepares quality narrative reports, financial reports, and other report requirements and submit them to AAI. • Conducts regular meetings with project partners include compiling and managing a work plan and risk register for the project. • Coordinate cross-department work to ensure smooth implementation of the project. • Ensures all partners have effective plans to achieve the desired outcomes within the resources and time. • Oversee to ensure that contractual obligations are followed; that the guidelines are adhered to (including general conditions, visibility guidelines and procurement guidelines) • Facilitate external finance audit tasks as stated in the audit terms of reference • Work with Finance team, conduct regular budget and finance meetings with project partners (as appropriate) to ensure that spending is according to the approved budgets.

	• Work with ActionAid International's Finance department and AAC's Finance Team to ensure that all fund installments due to AAC and all partners are transferred in a timely manner. • Ensures all key project documents are uploaded to CMS on a timely basis, and the information are up to date. • Compile and manage a work plan and risk register for the project. • Ensures all implementing partners, youth and stakeholders are made aware of and uphold all the AA key policies including the SHEA and Safeguarding policies. • Ensures process and engagement are fully compliance with SHEA and safeguarding requirement and Code of Conducts as well as health and safety obligations.
Reporting and Accountability	• Ensures accountability to partners and consortium partners and AAI by complying with the reports and respective financial reporting requirement. • Write and submit timely and quality six-monthly narrative and financial report, progress, and annual reports as per given templates and in line with the agreed budget for AAI and donors. • Work closely with finance team to ensure sub-grant management and relevant external financial audit tasks. • Work with Finance team, conduct regular budget and finance meetings with project partners and relevant in-country and consortium partners to ensure that spending are according to the approved budgets. • Work with the Finance team to ensure that all fund installments due to AAC and all partners in-country and across countries are transferred in a timely manner.
M & E, Communication and coordination	• Work with Programme Quality and Learning team (PQL) to ensure high quality of M&E system and take appropriate actions for learning, reflection and improvement of the project performance and management. • Develop and implement an internal M&E system and processes with gender-sensitive and sex-disaggregated indicators, statistics, and LGBTQI and people living with disability (PLWD) • Work with PQL to ensure the project MEAL framework and tools in place and capacity has been provided to all related staff/partners. • Provides leadership in Monitoring, Evaluation, Accountability and Learning (MEAL) including capacity development of stakeholders and consortium partners. • Develop visibility and communication plan for the project in consultation with consortium partners. • Ensure high quality of communication between and among the project partners and across AAC. • Ensure good visibility among project stakeholders, and ensure visibility on ActionAid International's websites.

	• Ensures that key learning, best practice, case studies are documented and shared among all consortium partners and sub-grantee. • Facilitate the publication of key knowledge tools and resources in collaboration with consortium partners. • Conduct field visits to monitor the project progress and improve the implementation quality and efficiency. • Consolidate and prepare periodic narrative reports, assist with preparation of financial reports, and other requirements and submit them to AAI. • Conduct monthly update meetings with AAI team and submit internal narrative and financial reports.
Representation	• Represent AAC and programme department in meetings with the government stakeholders and donors. • Participate in meetings with relevant government ministries and other relevant stakeholders' meetings.
Staff Management	• Mentor and supervise Programme Intern (where applicable) and support him/her for project and professional development.
Project development and design	• Participate in relevant new and existing project design, project development and programme framework and strategy development. • Implement other responsibilities as requested by the Head of Programme,
Key Relationships to reach solutions	
<i>Internal (to ActionAid or team)</i>	<i>External</i>
Programme Team	EU Delegation in Cambodia
Programme Quality Team, Communication	Relevant Government Ministry Officials; NGO stakeholders
Administration and Finance Team	Community Networks and Groups
Partners	Regional and International Network
ActionAid International	
Fundraising	
HROD Team	
Person Specification	
Education & Certifications	• Relevant academic degree, preferably master's degree in public policy, policy advocacy, and/or law.
Essential Experience Knowledge and Skills	• At least 5-6 years of experience in civic engagement and governance, fishery and forestry sector with proven leadership, management, coordination and facilitation experience • Experience managing European funded projects including an excellent understanding of European guidelines/ standards • Extensive experience in policy advocacy • Extensive experience managing a consortium or complex project, including multiple stakeholders and under tight deadlines. • Technical Knowledge on governance, fishery and forestry rights and policies • Experience in financial control, management and budgeting

	• Demonstrated strong skills in partnership development and management and networking with government, civil society and other stakeholders
Desirable Knowledge, Experience and Skills	• Excellent coordination/facilitation and communication skills • Excellent team player and team building • Effective planner with strong risk management, conflict resolution and crisis management • Excellent interpersonal communication/negotiation skills both in written/oral Khmer and English • Result oriented person; ability to manage multiple tasks, work under pressure and meeting deadlines
Personal Qualities	Mutual respect, Equity and justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to AAI's mission and comply to AAI's values, which are: *Mutual respect, Equity and justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility.*

Prepared by:
Line Manager

Signature

Date:

Reviewed by:
People, Finance and Operation Lead

Signature

Date:

Approved by:
Country Director

Signature

Date:

Accepted by:
Name of staff

Signature

Date: