

## Project Management Adviser and Mentor

### About SeeBeyondBorders

SeeBeyondBorders' primary focus is to improve education standards in Cambodia, providing children with access to quality teaching and learning at school. SeeBeyondBorders is a registered charity in Australia, the UK and Ireland and operates as a registered international non-government organisation in Cambodia. Operating in two provinces in Cambodia, SeeBeyondBorders conducts programs to teach teachers, engage parents and communities to support and encourage their children to get to school. In the work we do in schools and in the way we run the organisation, our aim is to build capability within Cambodia so that ultimately SeeBeyondBorders becomes the professional development provider of choice.

Our primary focus is in the rural areas of Battambang and Siem Reap provinces. In each area, our Quality Teaching programs form the lead initiative and are supported by our Community Engagement, Strengthening Support and Systemic Capability programs according to individual school development plans, community needs, and systemic requirements.

SeeBeyondBorders is a child and vulnerable people safe organisation, committed to protecting the rights of children and vulnerable people.

### Overview of the Position

This is a new role created to improve the technical design and management functions relating to our projects in order to improve their implementation and evaluation throughout the organisation. The role has both a *training* and *mentoring* component and the key objective is to empower our team to generate documentation and manage projects against criteria that best reflect the objectives of the organisation throughout the project lifecycle. In the first instance, the Project Management Advisor and Mentor (PMAM) will work with the project management team and the Country Manager in particular, to review the current documentation templates, their content, and the measurement criteria and methodologies being employed. Included will be the processes used to monitor and evaluate projects including how to report and keep both senior management and donors, as appropriate, informed as to project progress in terms of outputs, outcomes, and impact. The first deliverable will be an interim report setting out what is working well, the areas where improvement is required, and what those improvements should look like.

The second stage will involve the PMAM developing workshops in which they will work with the team to develop and improve the relevant documentation and processes for each project, train the team in using the documentation effectively, and establish or revise the necessary reporting processes. The third stage involves mentoring the team to put into practice what they have co-created with the PMAM. Ultimately the goal of this role is to hand over a manual and training material that the project management team are familiar with and can follow to ensure projects are being delivered to the highest standard including meeting the Australian NGO Cooperation Project's (ANCP) requirements at full accreditation level.

<b>Employment Type</b>	Fixed Duration Contract
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<b>Location</b>	Battambang or Siem Reap with monthly travel between locations
<b>Accountable to</b>	CEO SeeBeyondBorders International Operations
<b>Hours</b>	40 hours per week with scheduled Cambodian public holidays (approximately 21 days per year) together with 18 days of annual leave per annum, accessible on a pro-rata pre-approved basis. Occasional weekend work may be required with time off in lieu.
<b>Salary</b>	Based on experience or negotiable
<b>Start Date</b>	September 2022
<b>Qualifications and experience - Required</b>	<ul style="list-style-type: none"> <li>- At least 5 years of experience in not for profit project management</li> <li>- At least 5 years of experience as a project manager</li> <li>- At least 5 years of experience as a supervisor of project managers</li> <li>- Comprehensive experience delivering formal training in project/programme management</li> <li>- Proven ability in project and programme monitoring and evaluation including development of project log frames and all associated documentation</li> <li>- Experience with project management systems for scheduling, resource management, and monitoring and evaluation</li> <li>- Experience in managing diverse stakeholders and building effective teams</li> <li>- Previous experience of capacity development in a team with training and mentoring</li> <li>- Previous experience of managing large grants, donor reporting and compliance</li> <li>- Excellent interpersonal, mentoring, facilitation and communication skills.</li> <li>- Demonstrated resilience, flexibility, adaptability and cultural sensitivity.</li> <li>- Excellent Proficiency in IT including use of excel.</li> <li>- Fluency in written and spoken English</li> </ul>
<b>Qualifications and experience - Desirable</b>	<ul style="list-style-type: none"> <li>- A qualification in project/programme management</li> <li>- Managing projects funded by ANCP</li> <li>- Experience working in education</li> <li>- Understanding of Cambodian culture and laws</li> <li>- Experience working for an NGO in Cambodia</li> </ul>
<b>Personal Characteristics :</b>	<ul style="list-style-type: none"> <li>- High level of initiative, a self-starter, capable of working unsupervised</li> <li>- Results-oriented individual with a heart for better outcomes for Cambodians</li> <li>- Keen to develop the skills of others to help achieve those results</li> <li>- Team player, willing to work hard and set an example to colleagues at all levels of the organisation</li> <li>- Respected and respectful with a high level of honesty and</li> </ul>

	integrity <ul style="list-style-type: none"> <li>- Innovative and creative attitude to change and improvements with a willingness to share ideas and identify opportunities for improvement</li> <li>- People-centric and capable of building and maintaining trusted relationships</li> <li>- Able to communicate and collaborate with colleagues and partners</li> </ul>
<b>Responsibility for Values</b>	Active commitment to the SeeBeyondBorders Development Philosophy and values; Changemaker   Competency   Integrity   Courage   Respect

## Tasks and Responsibilities

### DOING

The Project Manager Mentor will:

- Review existing systems and processes for project design, implementation, monitoring and evaluation to determine areas for development in terms of both process and specific content in the organisation's current projects.
- Prepare a report of findings and a schedule for work to be carried out in conjunction with the Project Management team to raise their skill levels and the quality of current projects including findings with respect to the current management information and reporting project
- Design a training program with content for achieving the upgrades envisaged in the interim report, not by doing it, but by empowering the team to engineer the necessary changes
- Develop a manual reflecting any new systems and processes identifying responsibilities for future development
- Schedule and agree the quality upgrade program

### TRAINING AND MENTORING

Together with the Project Management team, the PMAM will:

- Facilitate the necessary workshops that will enable the current team to develop the systems improvements as identified – the quality upgrade program
- Oversee the introduction of a dashboard system for monitoring existing projects
- Consider future developments to automate project management tasks including the scheduling of activities, gathering and reporting on data
- Mentor the team on the continued implementation of revised systems and processes
- Complete a final report identifying achievements and further development and training requirements as appropriate bearing in mind that the target capabilities for the team are as envisaged at full accreditation by ANCP

The PMAM will be responsible for incrementally building the capacity of the Cambodian project/program staff in relation to all aspects of project/program management to the levels envisaged in the ANCP full accreditation criteria. They will promote the application of learning at all times to improve project performance and quality. Most of

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this training and mentoring will be on the job in nature but embedded in a structured timetable to be identified in the interim report.

### **Applications**

Applications addressing the specific requirements in this Job Description should be submitted by email to [hr.cambodia@seebeyondborders.org](mailto:hr.cambodia@seebeyondborders.org)

### **More information and enquiries**

Enquiries about this role, or about the SeeBeyondBorders organisation should be directed initially to [hr.cambodia@seebeyondborders.org](mailto:hr.cambodia@seebeyondborders.org)

Further information about SeeBeyondBorders is available at

Web : [www.seebeyondborders.org](http://www.seebeyondborders.org)

Facebook : [www.facebook.com/SeeBeyondBorders](http://www.facebook.com/SeeBeyondBorders)

Blog : [seebeyondborders.wordpress.com](http://seebeyondborders.wordpress.com)

Twitter : [www.twitter.com/seebeyondborder](http://www.twitter.com/seebeyondborder)

The successful candidate will be offered the role subject to a Working with Children Check and acceptable references. You will also be asked to sign our Child and Vulnerable People Protection Policy and our Code of Conduct.

*SeeBeyondBorders is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, colour, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local country protected class.*