

## Job Description

<b>Position title</b>	Program Manager
<b>Name of Programme</b>	Child Welfare
<b>Duty Station</b>	Phnom Penh – Head Office with travel to different locations and provinces
<b>Supervision</b>	Executive Director
<b>Version</b>	2019.04

As a key member of Krousar Thmey Head Office, the Program Manager is responsible for the management of Child Welfare program. Able to work autonomously, he/she will supervise 2 zone coordinators, 4 centre directors and 5 parents and will be reporting directly to the Executive Director. He/She will work in close collaboration with other members of Management and Administration Team (Cambodian and French volunteers) in order to establish a better integration of all Krousar Thmey activities. The position is based in Phnom Penh with travel to different locations of Krousar Thmey and to provinces when requested.

By complying him/herself with Krousar Thmey vision, mission and policies, he/she will contribute to achieve the organization goals and objectives.

### As a member of the Program Management Team, contribute to:

- ✓ Take part in leadership and management of the Child Welfare Program
- ✓ Oversight of Child Welfare Program Implementation
- ✓ Support the development of an organizational culture that reflects our values, promotes accountability and high performance, encourages a culture of learning, creativity and innovation, and deliver outstanding results for children
- ✓ Involve in the country strategy development, thematic program plan and delivery of the quality of country programming

## Responsibilities and tasks

### Supervision and Management of Program Implementation

- ✓ Accountable for overseeing of all child protection projects and program performance
- ✓ Take leadership to working with Executive Director in developing, initiating, refining, supporting and monitoring the overall program implementation and strategy, in order to reach the child welfare program objectives.
- ✓ Manage the work flow of Child Welfare Program ensuring all zone coordinators and centre directors are connected and collaborate in a positive way and open mind.
- ✓ Supervise directly the zone coordinators for a follow up on quality of activities implemented under the program.
- ✓ Integration and Harmonization: think holistically and integrate different thematic programs and approaches including Child Right Programming, Theory of Change, DRR, gender, disability, ethnic minorities in line with the government framework across the project cycle management.
- ✓ Planning and Reporting: develop monthly, quarterly and annual program plans, budgets and reports of child protection in accordance with KT guidelines and donor requirements.

- ✓ Accountable for implementation:
  - Deliver program activities in line with the project plan
  - Manage resources (human and other) to meet project objectives
  - Coordinate with, and manage, relevant stakeholders
  - Identify and manage challenges and constraints
  - Assess the relevance of the project scope and adapt where applicable
  - Monitor variance between budget and actual costs
  - Ensure appropriate budget spend and use (add agree on work plan with sub-budget holder)
  - Modify budget, activities and work plan where necessary, ensuring changes are donor compliant

### **Budgeting, Finance Management and Compliance standards**

- ✓ Be accountable for the child welfare program budget which shall comply with KT's requirements
- ✓ At the time of preparing the annual budget, provide to finance team relevant information for each centre and family house.
- ✓ Ensure quarterly budget follow up of the child welfare program budget with the support of Finance Department to avoid under or over spending.
- ✓ Provide a feedback on the needs in terms of investments, equipment's...
- ✓ Make decision on program and budget with Executive Director approval
- ✓ When delegated by the Executive Director, authorize payments for Child Welfare Program activities in accordance with the approved Action Plan and budget.
- ✓ Ensure the financial management in procurement and logistics.

### **Project Management and budget monitoring in collaboration with project officers and finance team**

- ✓ Prepare project budget proposals for the implementation of the planned activities
- ✓ Forecast expenses related to the planned activities, the project period
- ✓ Budgeting and financial report: prepare budgeting with cost-effective principle and maximize use of local resources.
- ✓ Budget monitoring through monthly follow up meetings to ensure that the expenses are in line with the budget plans of the projects and comply with the donor's requirements.
- ✓ Consider funds reallocation if needed with donor's agreement.

### **Planning, Monitoring, Evaluation and Reporting**

- ✓ With the support of the Executive Director, make short, medium and long-term Child Welfare Program strategy and design the general logical framework to respond to the current need and trend in Child Welfare Sector.
- ✓ Develop program activities planning and budgeting with the support of all relevant departments and staff (M&E, Public Relations, Communication, Finance, and technical staff).
- ✓ Provide advice to subordinates or project staff when required, especially with regards to project implementation to ensure all activities are in line with the planning.
- ✓ Conduct regular field monitoring, in order to observe activities of all projects and provide advice to field staff if needed.
- ✓ Manage to inform all subordinates and team about progress and/or change of program activities if any.
- ✓ Prepare for mid-year, annual and other progress reports, as required by donors and the Direction in collaboration with the M&E Officer, Project and Donor Relations Officers, Communication Department and Finance Department.

### **Human Resources Management**

In close collaboration with Human Resources Department, the Program Manager will contribute to HR development as follows:

- ✓ Participate in the recruitment of the staff under supervision including zone coordinator, centre director, mother of Family House, social worker, and educator.
- ✓ Contribute to the elaboration of the staff capacity development plan and actively participate to its implementation, especially by providing training to staffs or by finding appropriate training providers on specific subjects.
- ✓ Conduct staff performance appraisals and coach staff to achieve optimum expectations.
- ✓ Manage the process of drafting/revising staff contracts/TORs for staff/consultants.

### **Representation**

- ✓ Speak on behalf of Krousar Thmey at local and national meetings/workshops/seminars/forum about Child Welfare.
- ✓ Meet with visitors in the protection centres of Child Welfare Program, including government officials, aid organizations, donors, other NGOs and consultants.
- ✓ Represent Krousar Thmey on NGO network and during advocacy campaigns.

### **Internal Relations**

- ✓ As part of management team, the Program Manager will participate in the management meetings when requested in order to share all strategic decisions.
- ✓ Request for meeting with subordinates when necessary for the monitoring of program activities.
- ✓ Call for meeting with relevant staff when necessary.
  - Communicate and consult with line manager for any critical issues.

### **Networking and external relations**

- ✓ Represent KT in national and sub-national committees and develop and maintain good relations and professionalism with relevant government ministries at national level, technical working groups, networks and civil society partners for program implementation
- ✓ Attend meetings and workshops with Child Right Coalition-Cambodia, 3PC network, other Child Welfare Groups (End of Child Prostitution, Violence Against Children, Child labour, Child Abuse, Child Trafficking, Child care, etc.).
- ✓ Set up relations with private sector, aid organizations, donors and NGO partners to raise fund and to implement collaborative activities.
- ✓ Be a spokesperson

### **Child Safeguarding responsibilities**

- ✓ Act as Child Protection Officer and be in compliance with Child Protection Policy of Krousar Thmey.
- ✓ Work with relevant stakeholders to get updated on Child Protection Policy evolution.
- ✓ Work in close collaboration with HR to have all files documented and kept in a safe place.
- ✓ Ensure that all staff get access to relevant training or workshop about Child Protection Policy.
- ✓ Ensure that your staff is providing all beneficiaries of your programme with ongoing, age-appropriate verbal or written information in relevant languages about KT's Child Safeguarding Policy and Code of Conduct.
- ✓ Ensure that all beneficiaries get access to information about Child Safeguarding and know how to report child abuse.

### **Others**

- ✓ Perform other tasks required by the Executive Director.
- ✓ Respect all Krousar Thmey policies such as Staff policy, Child protection policy, Finance policy and ensure that all staff in the centre respect child protection policy.

## **Requirements**

- ✓ Cambodian national
- ✓ At least Bachelor degree in relevant area or related
- ✓ At least 2 years' experience in program or project management (experience in social affairs is an asset)
- ✓ Demonstrated competence in the programme management
- ✓ Strong organizational and project management skills and ability to meet deadlines and manage multiple tasks simultaneously.
- ✓ Good spoken and written English in order to write reports, to give and interpret detailed information, explanations, and instructions and deal with people in situation that require accurate use of both languages Khmer and English (French is an asset).
- ✓ Excellent communication, decision-making, interpersonal and problem solving skills.
- ✓ Intermediate knowledge of Microsoft Word, Excel, PowerPoint and Adobe Acrobat Professional.
- ✓ Ability to lead a team and foster a positive team work environment.
- ✓ Ability to work extended hours throughout the year.

### How to apply

Interested candidates are requested to submit a cover letter (**2 pages maximum**) with a current photo and a comprehensive CV, (**2 pages maximum**) with your **Salary Expectation** by email only to [hr@krousar-thmey.org](mailto:hr@krousar-thmey.org) (Subject: Application – Program Manager). Only shortlisted candidates will be contacted for interview. For more detail, please contact 023 880 502/503.

**Address:** #145, Street 132, Sangkat Toek Laak I, Khan Tuol Kork, Phnom Penh.

**Website:** [www.krousar-thmey.org](http://www.krousar-thmey.org)

**Closing date for applications: Friday 31<sup>st</sup> of May 2019, 5:00 PM**

***Notice: applications that do not respect the requirements will not be considered.***

Krousar Thmey is an equal opportunity employer and the candidate will be selected based on merit.  
Women and People with Disabilities are strongly encouraged to apply.