1. Background
Transparency International Cambodia (TI Cambodia) is a fully-accredited National Chapter of Transparency International Secretariat based in Berlin, Germany. With more than 120 Chapters worldwide, we work with all relevant stakeholders including the government, civil society organisations (CSOs), development partners (DPS), private sector, media and individuals to promote integrity and reduce corruption.

TI Cambodia has successfully implemented its 1st Strategic Plan 2012-2015 and 2nd Strategic Plan 2016-2019. In preparation for the effective execution of the next Strategic Plan 2020-2022, Phase III “Collective Actions Against Corruption (CA2C)”, TI Cambodia seeks to recruit a highly qualified individual to serve as Director of Programmes with the following roles and responsibilities.

2. Overall Goal of the Position
Lead, oversee and manage the programme components of the organisation to achieve programme objectives and strategic goals as set-forth in the Strategic Plan approved by the Board of Directors and donors.

3. Objectives
Under the direct supervision and guidance of the Executive Director, Director of Programmes is fully responsible for achieving the following objectives:

- Successful plan and implementation of programmes with quality programme reports and updates produced as agreed upon with donors;
- Delivery of expected outputs, outcomes and impacts as stipulated in the Result Assessment Framework (RAF) as well as responsibilities in fulfilling all requirements as agreed upon with donors;
- Supervision of programme managers, consultants and advisors with direction, guidance and support to implement the programmes effectively, successfully and timely; and
- Effective strategic supports provided to Executive Director in ensuring the sustainability of the organisation.
4. Key Roles and Responsibilities

4.1 Result-Based Programme Management
- Develop TI Cambodia’s Strategic Plan, Annual Work Plan with budget and all relevant annexes to submit to the Board of Directors and donors for approval;
- Lead the Senior Management Team and the M&E team to oversee the implementation and monitoring of the progress towards the Strategic Plan and RAF to ensure that TI Cambodia is on track to achieve its outcomes and impacts;
- Supervise, guide and lead Program Managers, advisors and consultants to achieve the outcomes and the outputs based on the approved Workplan and RAF;
- Work with the Research and Business Development Programme Manager and Programme Managers to develop proposals, workplans and budgets as needed for the success and sustainability of TI Cambodia;
- Lead Program Managers to produce quality programme-related reports and other documents as required by the Board of Directors and donors; and
- Act as Acting Executive Director when he/she is absent from the office and authority is delegated to.

4.2 Human Resources Management
- Supervise and guide Program Managers to ensure that they perform their tasks effectively and efficiently in accordance with approved workplan, budget and RAF;
- Work closely with Senior Management Team to lead the organization in developing and upholding quality assurance mechanisms consistent with TI Cambodia’s vision, mission, goals, and values and in accordance with Cambodia’s laws;
- Assist the Executive Director to ensure that TI Cambodia’s Human Resource Development Strategy is developed, implemented and reviewed for its relevance and effectiveness in developing and retaining staff capacity;
- Provide technical support and coaching to Program Managers under direct supervision in order to develop their capacities and improve their work productivity;
- Conduct quarterly coaching and annual performance appraisals for all Program Managers under supervision in accordance with HR policy; and
- Participate in the recruitment and dismissal of program staff as necessary.

4.3 Financial Management
- Work closely with Senior Director of Operations to ensure accountable and transparent financial management of the organisation;
- Work closely with Senior Director of Operations to create the Annual Global Budget and program budgets; and
- Review, verify and approve supporting documentation for programme-related financial requests and expenditures as per level of authority.

4.4 Fundraising and Grant Management
- Assist the Executive Director in developing and implementing a fundraising strategy to ensure long-term development and sustainability of TI Cambodia;
- With the senior management team, lead proposal development processes for fundraising;
- Working closely with Senior Director of Operations to ensure all donors compliance (programme and operations) are met; and
- Maintain and develop good working relationship with current and potential future donors.

4.5 Strategic Partnership, Networking and Communication
- Maintain communication with the staff and ensure that all relevant staff receive regular updates about important organisational information related to the programs;
- Review and approve programme-related publications and important external communications, including web contents, brochures and quarterly updates;
- Produce and or review organisation’s statements and press statements for the Executive Director;
- Promote the work of TI Cambodia with donors, partners and other stakeholders;
• Strengthen and develop TI Cambodia’s network and collaboration with other relevant stakeholders to build alliances and collective voices in the fight against corruption and in the furtherance of mutual goals;
• Assist the Executive Director in strengthening media relation and engagement; and
• Represent, build and enhance the organisation’s public image at events.

4.6 Governance and Other Responsibilities
• Assist the Executive Director to ensure relevant TI Cambodia’s policies are in place and updated according to socio-economic changes and to comply with government rules and regulations and those of donors;
• Attend Senior Management Team meetings, keep managers updated on important issues related to the programme and the organisation’s work, assess and troubleshoot problems and make key management decisions;
• Assist the Executive Director in strategic direction to ensure the success and sustainability of TI Cambodia;
• Chair and facilitate programme meetings;
• Liaise with the Board of Directors, donors and stakeholders as requested; and
• Assist the Executive Director in preparing documents for Board of Directors and donors meetings, and attend to provide programme updates as required.

5. Knowledge, Experience and Skills
• At least 10 years of public-interest work experience and a minimum of 5 years senior level and programme management experience, preferably in the field of governance, advocacy and anti-corruption;
• Advanced degree in Political Science, Public Administration, Law, Public Affairs or another subject relevant to the work of TI Cambodia;
• Demonstrated ability to motivate and build the capacity of a dynamic team;
• Excellent communications and interpersonal skills, including the ability to build and maintain relationships with people from diverse backgrounds;
• Sound knowledge of and commitment to the promotion of integrity, good governance and anti-corruption;
• Strong analytical, critical thinking and problem-solving skills;
• A passion to achieve TI Cambodia's mission and goals and a commitment to TI Cambodia's core values;
• Ability to work independently, under pressure and with high level of commitment to ensure all outputs are completed on time and to a high standard; and
• Fluent in English with a proven ability to communicate both verbally and in writing.