Job Description

| Position Title           | Research and Business Development Manager  
<table>
<thead>
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<th>(Monthly Salary Range: US$ 1,700 to $2,200 including tax plus benefits)</th>
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</thead>
<tbody>
<tr>
<td>Programme/Unit</td>
<td>Research and Business Development</td>
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<td>Reporting to</td>
<td>Senior Director of Programmes</td>
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<tr>
<td>Type of Contract</td>
<td>Full-time employment under one year fixed term contract (renewable)</td>
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<tr>
<td>Duty Station</td>
<td>Phnom Penh Office, Cambodia</td>
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<tr>
<td>Starting Date</td>
<td>As soon as possible</td>
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1. **Background:**
Transparency International Cambodia (TI Cambodia) is a fully accredited National Chapter of Transparency International Secretariat based in Berlin, Germany. With more than 100 Chapters worldwide, we work together 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 next Strategic Plan 2020-2022, Phase III “Collective Actions Against Corruption (CA2C)”, TI Cambodia seeks to recruit a dynamic and highly qualified Research and Business Development Manager to perform the following roles and responsibilities.

2. **Overall Goal of the Position:**
Lead, manage and implement activities under Research and Business Development Programme and ensure that the expected outcomes and outputs are satisfactorily achieved according to Result Assessment Framework (RAF) and workplan agreed by the management team and agreed upon by the donors.

**Expected Impact:** Well-informed anti-corruption stakeholders and public on the state of governance, sector-based studies on corruption issues that affect the lives of people/business community, and addressed emerging corruption cases or abuses of power.

**Expected outcomes:**
- Enhanced knowledge and understanding of corruption, accountability, transparency and its effects through evidence-based research and studies;
- Ensured organisation’s financial sustainability through fund mobilisation.

3. **Objectives:**
- Ensure that TI Cambodia’s themes for research studies are properly defined; its methods and tools are properly adopted; and it is effectively and efficiently conducted.
- Ensure that TI Cambodia has up to date information about new funding opportunities and funding proposal is properly developed and submitted.
- Work with M&E specialist to ensure that TI Cambodia has proper M&E framework, plan and tools, and the tools and plan are effectively used and implemented;
• Ensure that results/impacts of TI Cambodia’s interventions are well captured and presented.

4. Roles and Responsibilities:

4.1 Programme Management Responsibilities:
• Play a leading role in ensuring the delivery of all expected results, outcomes and outputs of Research and Business Development Programme as stated in RAF agreed upon by donors;
• Produce quality annual workplan, quarterly workplan with budget based on the Global Workplan and RAF 2020-2022;
• Lead the programme’s team to execute all planned activities in a timely manner and within an allocated budget;
• Produce high quality reports including quarterly and annual reports and completion report of the programme for the Management Team and the Board of Directors of TI Cambodia;
• Work closely with M&E Specialist and Programme Support Coordinator to ensure that the programmes are properly monitored and all data (qualitative and quantitative data) is accurately updated and maintained in the database and M&E System;
• Monitor and evaluate programme progresses and document programme impacts and lesson learned;
• Endure effective documentation and management of relevant programme documents, files and records;
• Under the supervision of Senior Director of Programmes (sDoP), provide strategic supports on overall management of the programmes and assurance;
• Play a leading role in ensuring that TI Cambodia’s values, policies, rules and regulations are properly complied by the team;
• Assist sDoP to ensure that TI Cambodia fulfils its obligations and meets reporting requirements of donors and government agencies in a timely manner;
• Perform other tasks as requested by sDoP and Executive Director of TI Cambodia.

4.2 Business Development Responsibilities:
• Work closely with sDoP to identify and liaise with potential donors for TI Cambodia and ensure that TI Cambodia has adequate resources through donor outreach, and maintaining sufficient communications and networking with existing donors;
• Develop and implement TI Cambodia’s Fund Raising Strategy;
• Keep track of funding opportunities relevant to TI Cambodia’s vision and missions and provide regular updates to the Management Team;
• Under the guidance of the Management Team, play a leading role in developing project funding proposal.

4.3 Human Resources Responsibilities:
• Line-manage M&E Specialist, Research and Business Development Programme Coordinator, consultants, interns and volunteers who are assigned to work under the Research and Business Development Programme;
• Provide guidance, technical support and coaching to all staff under supervision in order to develop their capacities and improve their work productivity;
• Conduct quarterly coaching and annual performance appraisals for all Programme staff under supervision in accordance with HR policy;
• Participate in recruitment and dismissal of programme staff under supervision when deem necessary.

4.4 Financial Management Responsibilities:
• Work closely with sDoP and Finance Team to develop Quarterly, Semi-Annual and Annual Programme’s Budget;
• Be responsible and accountable for financial management and expenditures of the programmes in accordance with procurement rules and policies of TI Cambodia and donors; and
• Ensure accurate expenditure reports of the Research and Business Development Programme and ensure fiscal responsibility and transparency for the organisation.

4.5 Networking and Communications Responsibilities:
• Maintain communication with the management team and staff and ensure that all relevant staff receives regular updates about important organisational information related to the programmes;
• Ensure smooth communication and fruitful partnership with national counterparts and implementing partners;
• Act as a focal point to liaise with national partners and implementing partners on issues related to the programmes' and TI Cambodia’s goal;
• Keep track of any policy development and changes, publications and important external communications, including web contents, brochures and quarterly updates especially related to programmes and press statements;
• Network with other NGOs and enlist their cooperation in the furtherance of mutual goals.

4.6 Meeting Requirements:
• Provide regular updates on progress of the programme at regular programme meetings;
• Provide regular updates on progress, challenges and foreseeable risks and opportunities to sDoP on a regular basis;
• Participate in all Management Team Meetings;
• Attend other strategic meetings with partners and donors.

5. Qualifications and Experience:
• Be a native English speaker;
• Master degree in Research, Political Science, Public Administration, Law, Public Affairs or any subjects relevant to the work of TI Cambodia;
• At least 5 years of research experience, both qualitative and quantitative, and a minimum of 3 years of programme management experience, preferable in the field of governance and anti-corruption;
• Proven successful experience in project designs and developing proposals for funding including the drafting of concept note, expression of interest, logical frameworks, project indicators, narrative proposals and multi-year budgets;
• Proven extensive experience in planning, implementing, monitoring multi-donor and large-scale projects and the ability to produce quality reports;
• Excellent communication and interpersonal skills, including the ability to build and maintain relationships with people from diverse backgrounds;
• Demonstrated ability to manage and motivate staff under supervision;
• Sound knowledge of and commitment to the promotion of integrity, good governance and anti-corruption;
• Be passionate and committed 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 achieved on time and to a high standard.