

## Job Description

<b>Position Title</b>	Public Fund Raising Officer (Basic monthly salary ranges from USD 600 to USD 750 plus benefits)
<b>Programme/Unit</b>	Research and Advocacy Programme
<b>Reporting to</b>	Programme Coordinator
<b>Type of Contract</b>	Full-time employment under one year fixed term contract (renewable)
<b>Duty Station</b>	Phnom Penh Office, Cambodia with frequent travels to provinces
<b>Starting Date</b>	September 2016

## Background

Transparency International Cambodia is the 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.

Since its programmes' inception in 2012, Transparency International Cambodia has built its governance foundation with an international standard. With the supports from our donors and technical assistance from TI Secretariat, TI Cambodia is strong as an institution and ready to take on all challenges it may face operationally and financially. Moving forward, the Board and Management of TI Cambodia would like to see TI Cambodia belongs to the people, who will help shape the strategic direction of TI Cambodia and have a say with regard to its management. Although TI Cambodia's financial well-being will depend largely on financial contributions from donors for years to come, it is very important to diversify its financial resources. With the surge of public demand for anti-corruption increasing, providing opportunities for people to contribute financially to TI Cambodia is crucial. That is why TI Cambodia created a Public Fund Raising Initiative, which aims to increase public demand for anti-corruption and funding sources through public fund raising activities.

To ensure the effective planning and implementation of the Public Fund Raising Initiative, TI Cambodia is looking for a highly qualified and competent individual to manage this exciting initiative in the next 3 years.

### 1. Overall Goal

To plan and manage the Public Fund Raising Initiative and deliver all expected results/impacts, outcomes and outputs as stipulated in the Results Framework.

### 2. Objectives

- Manage a dynamic team to plan and execute the Public Fund Raising Initiative to an exciting standard and ensure the delivery of expected results;
- Raise funds from the public for TI Cambodia's core programmes and operations.

### 3. Overall Responsibilities

- Under the direction of the Director of Programmes and Programme Manager, plan, execute and monitor the Public Fund Raising Initiative of TI Cambodia;

- Supervise a team of highly experienced and dynamic individuals and play a leading role in delivering and achieving the expected outcomes, outputs, and results/impacts of the initiative as stipulated in the Result Framework.
- Ensure smooth and effective day-to-day operation and implementation of the initiative and ensure an effective management of its finance;
- Work closely with the M&E Specialist to track and monitor progress of the initiative and ensure an effective management of the database;
- Contribute to the production of regular result-oriented reports of the initiative to the Management, the Board of Directors and donors;
- Ensure effective communications with key stakeholders from the government, CSOs and DPs;
- Ensure that all TI Cambodia's rules, regulations, policies and guidelines are fully complied by the programme's team and other staff; and
- Perform other tasks, which are required by the Programme Manager, the Director of Programmes, the Director of Operations and or the Executive Director of TI Cambodia.

#### **4. Expected results and impacts of the programme**

- Expected outcomes, outputs and impacts of the Public Fund Raising Initiative, which are stipulated in the Result Framework, successfully delivered on time and within the allocated budget;
- Platforms for public fund raising created for TI Cambodia and its finances increased.
- Effective Monitoring and Evaluation of the initiative enhanced and ensured;
- Regular reports and updates produced and presented to the Management Team, the Board of TI Cambodia and its donors; and

#### **5. Qualifications and Experience**

- At least a Bachelor's Degree in Business Administration, marketing or another related field;
- At least 2 years of experience in organising fund raising events, gala dinner, public gathering, sport events and other fund raising activities;
- Willingness and be determined to promote integrity and fight against corruption in Cambodia;
- Willingness to work as part of a small and dynamic team to implement the Public Fund Raising Initiative with TI Cambodia in the long-term;
- Fluency in English and Khmer is considered as an advantage;
- Be committed to TI Cambodia's core values and policy; and
- Possess an excellent inter-personal skill, be a result-oriented and creative person who does not need much supervision.