



JOB DESCRIPTION

Position Title	Project Manager (the monthly salary will be paid as lump sum including tax)
Type of Contract	Service Contract, full-time assignment (one year with renewable)
Starting Date	1 July 2016
Reporting to	Project Director and Project Assurance
Duty Station	Ministry of Interior, Cambodia
Name of Programme/Project	School of Governance Project

1. BACKGROUND OF PROJECT

The Royal Government of Cambodia's Rectangular Strategy Phase III sets Good Governance is a core pillar for the reform agenda, where anti-corruption is a forefront. Amongst other commitments, the Ministry of Interior has developed the National Programme for Sub-National Democratic Development (SNDD), which aims at strengthening institutional capacity of the sub-national administration to provide public services more effectively.

Transparency International Cambodia, a leading civil organization in promoting transparency, accountability, integrity and anti-corruption in Cambodia, signed a Memorandum of Understanding (MoU) with Ministry of Interior on 15 January 2016 in an aim of supporting reform agenda of Government, particularly in building institutional capacity of the national and sub-national administrations on good governance, accountability, anti-corruption and integrity through an initial period of 2016-2020 project.

The objectives of the project is to set a School of Governance (SoG) which is considered a contribution to support building capacity of public officials and human resources in Cambodia for both short-term and long-term goals. The immediate goal of the project are to i) build foundation of the school of governance and capacity of Mol's trainers on related subjects such as good governance, transparency, accountability and integrity as well as necessary tools/application, and ii) provide trainings to public service providers in order for them be able to respond to the need of publics, especially effective service delivery.

Main Objectives of SoG establishment

1. Establish School of Governance through reliable, responsive and qualified training services and professional academic programme in the field of good governance, integrity.
2. Conduct Training of Trainers (ToT) and Administrative Management Courses for the purposes of administering and managing both the National Institute for Sub-National Administration and Management and the Regional School of Local Administration at the provincial level
3. Drawing from the capacity needs assessment, design and develop programme which respond to the need of increasing public service delivery effectiveness.

To support implementation of the project, it's required that a full-time project manager is needed in order to lead facilitate and execute the project on day-to-day basis.

2. KEY FUNCTION AND RESPONSIBILITIES

Under the supervision of Project Director of MoI and Project Assurance of TI Cambodia, and under direction and guidance of TI Cambodia and Ministry of Interior, Project Manager will perform the following tasks:

❖ *Project Management*

- Manage day-to-day implementation of the school project;
- Work closely with Project Director and assist Project Management Team, School Management Committee to develop a project's log-frame, detailed practical quarterly, semi-annual and annual work-plans of the project.
- Be responsible for delivering and achieving the expected outcomes, outputs, results/impacts of the project within the allocated budget and timeframe.
- Ensure smooth day-to-day operations and decision making regarding the project implementation.
- Play role as coordinator between the two parties – TI Cambodia and Ministry of Interior to ensure the successful implementation of partnership framework as stated in the MoU and other project documents,
- Develop all necessary project documents to ensure the effective implementation and management of the project,
- Manage and monitor the project implementation on daily basis,
- Ensure adherence to administrative, project management and financial rules and regulations agreed by the two parties,
- Provide quality control and assure that execution of project are fully complied with the agreement and project procedures.
- Act as focal person of the two parties to work with other partners which required by the project,
- Maintain accurate project filing systems covering all project activities (including contract agreements, monitoring and evaluation reports, and photographic evidence of outputs etc.)
- Work with TI Cambodia project team and M & E coordinator to ensure TIC's M & E database is accuracy and regular update.
- Builds partnership and coalition among key stakeholders (CSOs/NGOs, young people, students, media and private sectors) to promote school of governance and engage them to the projects.
- With assist from M&E focal point, play an active role in developing and designing project's monitoring mechanism to monitor progresses of the project and update both quantitative and qualitative impacts in the database.
- Identify and regularly update the risks of the project and ensure that those potential risks are timely mitigated.
- Produce result-oriented quarterly, semi-annual and annual reports and consult with the Director of Project for inputs, comments and recommendations.
- Act as mediate supervisor of Project M&E office and other staff under project.

❖ *Human Resources Responsibilities*

- Provide technical support and coaching to a Project support staff and/or team in order to develop their capacities and improve their work productivity.
- Conduct quarterly coaching and annual performance appraisals for all Project staffs under the project in accordance with Project operational manual particularly in HR policy.
- Participate in the recruitment and dismissal of project staff under supervision or when it deems necessary.

❖ *Financial Management Responsibilities*

- Work closely with the Project Director and Finance Team of MoI and TI Cambodia to create Monthly, Quarterly, semi-Annual and Annual Project's Budget.
- Be responsible and accountable for financial management and expenditures of the project in accordance with approved policy, procedures, regulations which set forth.

- Ensure fiscal responsibility and transparency for the organization.
- ❖ *Networking and Communications Responsibilities*
- Maintain communication with the project management team and staffs and ensure that all relevant staffs receive regular updates about important organizational information related to the project.
- 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 program and TI's goal.
- Keep up to date about any policy development and changes, publications and important external communications, including web content, brochures and quarterly updates especially related to programs and press statements.
- Network with other NGOs and enlist their cooperation in the furtherance of mutual
- Work with TI Cambodia's communication on the communication and media aspect.

3. EXPECTED OUTPUTS

The Project Manager is responsible to effectively implement the following project outputs:

- 5-year plan, annual work plan and quarterly work plan of the project
- M & E plan for each work plan
- Project Result & Resources Framework
- Project Operational Manual
- Project periodic reports both technical and financial
- Training programme and material set in the work plan
- Improved coordination and cooperation among key stakeholders in making waves about the governance, morality and accountability issues and building stronger demand for social integrity and anti-corruption;
- Increased cross-sector networking opportunities and engagements among good governance practitioners and relevant stakeholders resulted in increased confidence and momentum in promoting democracy, human right and fighting corruption from across sectors;
- Increased demand for good governance and enhanced the quality of public services delivery among the supply side and demand side through citizen/youth empowerment initiatives resulted in increased confidence and momentum in fighting corruption from the public;
- Private sector, Citizens and youths at both national and sub-national levels are motivated and mobilized to actively engage with School of Governance project in promoting integrity and fighting against corruption.

4. QUALIFICATION & EXPERIENCES

a. Education

- Master/Bachelor or equivalent degree in Social Science, Population and Development Studies, Good governance, and Public Policy,
- Degree or certificate in Leadership, Project Management is an advantage

b. Knowledge, Experiences and Skills

- At least 8 years of public-interest work experience and a minimum of 5 years project management experience, preferably in the field of good governance, social accountability, D&D reform, Democratic Development.
- At least 5 years of experience in developing, designing and implementing capacity building program, and Participatory Action Learning program is desired.
- Experience and knowledge in working with the government agencies at all levels, development partners, private sector and civil society.

- Demonstrated high qualification of leadership, facilitation and coordination.
- Experience in providing assistance and support in evaluation and performance monitoring.
- Proven experiences in planning, implementing and monitoring projects and demonstrated ability to manage and motivate staff under supervision.
- 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.
- Ability to work independently, under pressure and with high level of commitment to ensure all outputs are satisfactorily achieved on time and to a high standard; and
- Fluent in English and Khmer with a proven ability to communicate both verbally and in writing.

c. Key Competency

- Strong analytical skills,
- Communication and facilitation skills,
- Strong interpersonal skills and ability to work in a team and commit to the ToR,
- Understand the working environment and context of all stakeholders including government and DPs and CSO,
- Understand government reform agenda, especially Good governance in public service delivery at the sub-national level.