

JOB DESCRIPTION

Position Title	Research Program Coordinator (Basic salary range from USD 1,174 to USD 1,400 plus benefits)
Programme/Unit	Goal 6
Reporting to	Senior Director of Programmes
Type of Contract	Full-time employment under one year fixed term contract (renewable)
Duty Station	Phnom Penh Office, Cambodia
Starting Date	November 1 st , 2016

1. Overall Goal:

Lead, manage, coordinate and implement Goal 6 or the Research Program of the organization.

Goal 6 or Research Program: *To provide evidence based research and studies on corruption related topics and adequately respond to emerging corruption cases or abuse of power where TI Cambodia believes its intervention is necessary and within its mandate.*

Expected outcomes of the Research Program:

Outcome 1: *Enhanced knowledge and understanding of corruption and its effects on peoples' lives, society and country's development through evidence based research and studies;*

Outcome 2: *Increased anti-corruption momentum and commitment from individuals and institutions at all levels through public fund raising campaigns and initiatives;*

2. Objectives:

1. Lead, manage and implement Goal 6 and ensure that the expected outcomes and outputs are satisfactorily achieved according to the workplan
2. Produce programme reports and updates according to the organization's formats and timeframe agreed upon with the donors.
3. Supervise and line-manage a programme's team, give them direction, guidance and support to deliver expected results of the programme effectively, successfully and within the agreed timeframe.

3. Overall Responsibilities:

❖ Program Management Responsibilities

- Play a leading role in ensuring the delivery of all expected results, outcomes and outputs of Goal 6;
- Manage and coordinate the implementation of all research projects and activities within the Research Program;

- Draft, develop and review reports and briefing papers based on the results of the research;
- Produce quality annual workplan, quarterly workplan with budget based on the Global Workplan and RAF 2016-2019;
- Lead the programme's team to execute all planned activities on a timely manner and within the allocated budget;
- Produce high quality reports including quarterly report, annual reports and completion of Goal 6 for the Senior Management Team and the Board of Directors of TI Cambodia;
- Work closely with the M&E Specialist and the Programme Support Officer 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;
- Under the direction of the Director of Programmes, provide strategic supports on the overall management of the programmes and assurance;
- Work closely with the Director of Programmes to identify and liaise with potential donors for TI Cambodia and assist DoP to develop proposal to donors;
- Play a leading role in ensuring that TI Cambodia's values, policies, rules and regulations are properly complied by the team;
- Perform other tasks as requested by the Director of Programmes and the Executive Director of TI Cambodia.

❖ *Human Resources Responsibilities*

- Line-manage a Public Fund Raising Officer, a Programme Assistant, consultants, interns and volunteers who are assigned to work under Goal 6;
- 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 the recruitment and dismissal of programme staff under supervision when deem necessary.

❖ *Financial Management Responsibilities*

- Work closely with the Director of Program and Finance Team to create the 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, regulation and policy of TI and donors; and
- Ensure accurate expenditure reports of Goal 6 and ensure fiscal responsibility and transparency for the organization.

❖ *Fundraising and Grant Management*

- Assist the Director of Programme to define and develop a fundraising strategy and its implementation to ensure that TI Cambodia has adequate resources through donor outreach, maintaining sufficient communications and networking with existing donors and contribute to the development of fundraising proposals.
- Manage grants and ensure accountability and transparency of financial expenditures of sub-contractors/recipients.
- Assist the Director of Program to ensure that TI Cambodia fulfills its obligations and meets reporting requirements of donors and government agencies in a timely manner.

❖ *Networking and Communications Responsibilities*

- Maintain communication with the management team and staff and ensure that all relevant staff receive regular updates about important organizational information related to the programs.
- Ensure smooth communication and fruitful partnership with national counterparts and implementing partners.
- Work closely with Director of Programmes to identify potential partners and donors to formulate innovative anti-corruption projects which address the real challenges faced by institutions/organizations that are working on good governance and anti-corruption in Cambodia.
- 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 goals.

4. Meeting Requirement:

- Provide regular updates on progress of the program at regular program meetings.
- Provide regular updates on progress, challenges and foreseeable risks and opportunities to Director of Programmes on a regular basis.
- Participate in all Management Team and Board Meetings.
- Attend other strategic meetings with partners and donors.

5. Knowledge, Experience and Skills

- Cambodian or foreign nationals.
- At least 5 years of research experience, both qualitative and quantitative, and a minimum of 3 years program management experience, preferably in the field of governance, advocacy and anti-corruption.
- Master degree in Research, Political Science, Economics, Public Administration, Law, Public Affairs or another subject relevant to the work of TI Cambodia.
- Proven experiences in planning, implementing and monitoring projects.
- 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.
- 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.
- Fluent in English with a proven ability to communicate and analyze both verbally and in writing.