

Job Description

Position Title	Executive Director
Salary	To be discussed
Type of Contract	Full-time, Fixed-term duration contract with renewable
Starting Date	December 1, 2025
Reporting to	Chairperson of the Board of Directors
Duty Station	Phnom Penh Office, Cambodia

1. Background

Transparency International Cambodia (TI Cambodia) was founded in 2010 and it is a fully accredited national Chapter of Transparency International Secretariat (TI-S) based in Berlin, Germany. With more than 100 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.

According to TI Cambodia's By-Laws, the Executive Director is limited to two terms, totalling eight years. Former Executive Director's term ended on February 12, 2025. To ensure a smooth leadership transition and the continued effective daily operations of TI Cambodia and in the meantime for the job vacancy, the Board of Directors recruited and selected the Interim Executive Director. Now TI Cambodia is seeking for an individual for the position of Executive Director in accordance with TI Cambodia's By-Laws.

2. Overall Goal

Lead, oversee and manage the daily operation and execute TI Cambodia's programmes in order to achieve the organisational strategic objectives set-forth and approve by the Board of Directors (BoD) and donors.

3. Specific Objectives

Under the direct supervision and guidance of the Chairperson of the Board of Directors, the Executive Director is fully responsible for achieving the following objectives:

- 3.1. Working closely with the Board of Directors of TI Cambodia to ensure that TI Cambodia is fully funded for its operations, programmes, staff and other eligible benefits based on TI Cambodia's HR Management policy;
- 3.2. Represent TI Cambodia at all levels and ensure effective communications on behalf of the organisation to/with external stakeholders, media, government agencies and the public;
- 3.3. Provide strategic guidance and directions to the Senior Management Team (SMT) of TI Cambodia to implement and deliver TI Cambodia's outcomes and outputs based on the approved Result Assessment Framework (RAF);

- 3.4. Ensure effective and smooth liaison with the Transparency International Secretariat (TI-S) and the compliances with TI-S's core principles, values and the accreditation criteria;
- 3.5. Work closely with the Senior Management Team of TI Cambodia to ensure that TI Cambodia promotes and has a friendly and healthy working environment, in which staff well-being and safety are top priorities; and
- 3.6. Work closely with the Senior Management Team (SMT) to ensure best practices and compliances of TI Cambodia's internal policies and guidelines; and that TI Cambodia upholds a Zero-Tolerance Policy on corruption, fraud, mismanagement of fund and other serious misconducts within the organisation.

4. Key Roles and Responsibilities

Working closely with Officers in charge from TI-S and the Board of Directors of TI Cambodia and Senior Management Team, the Interim Executive Director shall be responsible for:

4.1 Strategic Management

➤ **Result Based Programme Management**

- In collaboration with the Board of Directors, provide leadership and strategic oversight for long-term programme and organisational development;
- Oversee the implementation of the Strategic Plan to ensure that TI Cambodia is on track to achieve its goals and strategic objectives;
- Chair the Senior Management Team meetings to keep managers updated, troubleshoot problems and make key management decisions;
- Guide, advise and support the Senior Director of Programs and the Senior Director of Operations to achieve the outcomes, outputs based on the approved RAF; and
- Work with Senior Director of Programs and Senior Director of Operations to develop proposals, work plans and budgets as needed for the success and expansion of TI Cambodia.

➤ **Human Resources Management**

- Directly supervise and manage the Management team and ensure that they perform their tasks effectively and efficiently in accordance with the approved work plan, budget and RAF;
- Work closely with management team to lead the organisation in developing and upholding quality assurance mechanisms consistent with TI Cambodia's vision, mission, goals and values, and the Cambodian context;
- Work closely with management team to develop change management plan and succession plan for the organisation;
- Ensure that the TI Cambodia's Human Resource Strategy is developed, implemented and periodically reviewed for its relevance and effectiveness in developing and retaining staff capacity; and when the seriousness of situation requires Director-level intervention, take action on staff disciplinary matters.

➤ **Financial Management**

- Take overall responsibility for the financial management of the organisation including ensuring accountability and transparency in the use of financial resources and that financial policies are upheld at all times; and
- Approve all supporting documentations for both program and operations related to financial requests and expenditures which are under the authority of Executive Director.

4.2 Monitoring, Evaluation, Documentation and Reporting

- Ensure that adequate mechanisms are in place to effectively monitor programme implementation and evaluate the impact of programme activities; and
- Ensure all TI Cambodia's financial and programme report required by the royal government of Cambodia, donors, and other stakeholders are prepared and submitted on time.

4.3 Governance

- Ensure effective and smooth communication with the Board of Directors;

- Prepare the Board of Directors meeting agenda in consultation with the Chairperson and ensure that all relevant documents and minutes of meetings are provided to the Board of Directors in a timely manner;
- Present TI Cambodia's policies to the Board of Directors for approval and adoption; and
- With the Board of Directors ensure the legality of the organisation and all its activities.

4.4 Fundraising

- Work with the Board of Directors, management team and/or senior Officers, as appropriate, to develop and implement a fundraising strategy that is consistent with the vision, mission, goals and values, so as to ensure TI Cambodia's organisational development and long term sustainability;
- With management team and/or senior officers, lead proposal development processes in a way that builds Cambodian capacity for fundraising; and
- On behalf of the organisation, maintain a good working relationship with current and potential future donors.

4.5 Strategic Partnership, Networking and Media:

- Promote the work of TI Cambodia with donors, partners and other stakeholders;
- Represent the organisation at events with partner communities, non-governmental and international organisations, government officials, and other stakeholders as required;
- Collaborate with other relevant organisations to build collective/strong voices in fighting against corruption and advocacies for positive changes;
- Serving as TI Cambodia's primary spokesperson to the organisation's constituents, the media and the general public; and
- Issue organisation's statement or press release as necessary.

5. Required Qualification

- Cambodian National
- Hold Master or equivalent academy degree or working experience in the field of political science, public administration, laws, public affairs or other subjects relevant to the work of TI Cambodia;
- Possess at least 10 years of experience with non-governmental organisations, preferably in the areas of social development, governance, social accountability and anti-corruption;
- Strong management and leadership skills with practical hands-on experience
- Experience and skills in media relations;
- Experience and skills in developing fundraising strategies/proposal and donor relations unique to non-profit sector is advantage;
- Possess sound knowledge of and commitment to promote integrity, good governance and anti-corruption and be passionate and committed to achieving TI Cambodia's mission and goals and adhering to TI Cambodia's core values;
- Fluent in English and Khmer with a proven ability to communicate both verbally and in writing at a professional level;
- Solid, hands-on budget management skills, including analysis and decision-making;
- Strong communication and analytical skills and understanding of political sensitivity of Cambodia and ability to build and maintain relationships with people from diverse backgrounds;
- Very good understanding of political context and be able to play a role effectively in driving anti-corruption agenda within the political space while mitigating and maneuvering the risks for the organization and the staff and maintaining the organization's credibility.
- Demonstrated ability to motivate and build the capacity of a dynamic team;
- 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
- Strong and effective public speaking ability would be of great advantage.

6. Deliverables and Expectation

The Executive Director is expected to perform and achieve the following annual expectations:

Performance Expectations
1. Oversee the implementation of the Strategic Plan and ensure that TI Cambodia is on track to meet its goals and strategic objectives.
2. Provide overall leadership, direction and advices to both Programs and Operations to ensure that all staff can fulfill their roles and responsibilities effectively and efficiently that would lead to accomplishing the program outputs and expected results.
3. Raise sufficient fund for the organisation to implement its strategic plan
4. TI Cambodia's financial and program reports required by the royal government of Cambodia, donors, and other stakeholders are prepared and submitted on time.
5. Ensure the legality of the organisation and all its activities
6. Promote the work of TI Cambodia with donors, partners and other stakeholders
7. Board of Directors approve and adopt all relevant TI Cambodia's policies and all Policies are in place to comply
8. Board of Directors approve on strategic plan, annual work plan and budget plan
9. Smoothly and regularly communicate with the TI Cambodia's Board of Directors, TIS's relevant officers and other key stakeholders.

7. Application Procedure

Interested applicants should submit:

- A cover letter describing relevant experience and,
- A detailed Curriculum Vitae (CV).

Please send applications by email to:

✉ recruitment@ticambodia.org

🕒 Deadline: November 9, 2025 (5:00 PM Cambodia time)

Please indicate in the subject line: "Executive Director"

Only shortlisted candidates will be contacted.