|  |  |
| --- | --- |
| **JOB TITLE: Project Manager - Know & Grow** | |
| **LINE MANAGER: Deputy Program Director** | **GRADE: E** |
| **BUDGET RESPONSIBILITY: Up to USD $500,000** | **WORK LOCATION: Balung Town, Ratanak Kiri, Field Office** |
| **TEAM: Ethnic Minority Women (EMW)** | |
| **INTRODUCTION**  CARE is an international development organisation fighting global poverty with a special focus on working with women and girls to bring sustainable changes to their communities.  CARE aims to tackle the underlying causes of poverty and social injustice and to bring lasting change to the lives of poor and vulnerable people.  Founded in 1945, today CARE works in over 90 countries around the globe. CARE has been working with Cambodians since 1973, with an office in Phnom Penh since 1991.  Today, CARE focuses on empowering particularly marginalised and vulnerable women in Cambodia, including urban women who are marginalised by occupation, rural women who are denied multiple rights, and women and girls from ethnic minorities.  CARE Cambodia’s Ethnic Minority Women (EMW) program works with women, their communities, their leaders and authorities to ensure ethnic minority women have their rights respected, their identity valued and equitable access to livelihoods and skilled jobs. | |
| **PURPOSE OF THE POSITION**  The position is responsible for providing leadership and direct supervision of the staff working in the Know & Grow Project, and providing capacity building activities to DTMT officials, Lower Secondary Schools teachers, School Support Committees and students. The Project Manager-Know & Grow will work closely with the Deputy Program Director, Technical Advisors and Consultants to ensure that annual budgets, work plans, schedules and Costed Work Plans are developed that will ensure that the project meets its goals and commitments. The Project Manager will be responsible for ensuring that the teams are in compliance with all CARE. Policies and procedures while working to achieve the project objectives.  This position is based in Ratanak Kiri with travel to other sites as required.  This position line manages 5 Senior Training Officers (Life skill, M&E, ICT, Sexual Reproductive Health). | |
| **MAIN RESPONSIBILITIES**  **STRATEGY AND LEADERSHIP**   * Work with the Deputy Program Director and Technical Advisors of EMW Program to support the development and review of the projects under the EMW program; and * Demonstrate a passion for gender equality, women’s empowerment and a commitment to CARE’s approach and values including ethnic diversity and cultural sensitivity.   **PROJECT PLANNING AND IMPLEMENTATION**   * Lead the effective and efficient implementation of the project and activities according to the project proposal/design, budget and costed work plan to ensure the project delivers high quality outcomes; * Develop quarterly work plans that are aligned to the annual project work plans and budget in order to meet the project activity deadlines; * Participate to develop the annual budget, activity work plan schedules and Costed Work Plans; * Develop a detailed understanding of the projects objectives, outcomes and expected results and ensure this is communicated clearly to line staff; * Produce high quality oral and written reports (in English) on project progress, including donor reports by required due dates; * Manage the education activities for the Know & Grow Project and any addition grant/ projects that contribute to achieve the objectives of the Know & Grow project, and to ensure that all project activities are implemented according to the annual and costed work plans; * Collaborate with the Senior Admin and Finance Officer, monitor project expenses based on the budget and Costed Work Plan and justify variances on a monthly basis; * Lead the implementation of the projects under EMW program through coordinating the planning, activity schedule, resource allocation, monitoring, documentation, review and evaluation of project activities; * Ensure that logistics, procurement, finance, security, and human resources needs of this project are coordinated with other staff to enable effective support to project implementation; * Maintain regular communication and consultation with key project partners and government to share and update on activities; * Work with the team to manage risks and find solutions to project management challenges; and * Ensure systematic filing system for documents in sequential order and all files are placed in a secure place (to avoid unauthorised access of documents).   **BUDGET MANAGEMENT**   * Ensure effective budget management for the project; * Ensure the efficient and proper use of project funds in line with the approved budgets and in compliance with CARE’s finance manual and donor guidelines; and * Monitor project expenditure through regular review of budget versus actual (BVAs), and contribute to costed work plans.   **MONITORING EVALUATION AND LEARNING (MEL)**   * Ensure technical evidence is collected and incorporated into future project design * Ensure regular monitoring and evaluation visits are conducted to project sites; * Ensure accountability measures are working in all project activities; * Lead and/or participate in regular reflection, learning and reporting workshops with the project team as required; and * Provide inputs into and development of high quality reports and case studies that illustrate program progress.   **PARTNERSHIPS AND NETWORKING**   * Develop and maintain linkages by working closely with the senior leadership of Provincial Offices of Education (POEs) in the north east of Cambodia and provide advice and capacity building on the implementation of the Know & Grow project. * Identify new project partners and lead the preparation of partner contracts; * Promote cohesive programs and relationships within CARE by engaging across the organisation with other staff members and consultants on cross-project issues; * Manage relationships with key project partners, representing CARE Cambodia at partner meetings and planning sessions; * Participate in national, provincial and local advocacy and policy activities as directed by the Program Director; * Participate in  related forums, workshops, meetings, or other events as required; and * Provide clear explanations of the Project and CARE’s work in Cambodia to partners, government agencies and other relevant stakeholders.   **TEAM SUPERVISION**   * Support a culture of constant learning by playing an active role in capacity strengthening, coaching and mentoring of the team; * Coordinate the team to ensure that performance indicators are developed, monitored and achieved; and * Oversee and manage the work of direct reports, including leading effective team work and relationships and ensuring regular team meetings and communications to the team.   **OTHER RESPONSIBILITIES**   * To proactively manage the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities; * Engage in emergency preparedness, assist in emergency response as required; * Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives; * Demonstrate an understanding of gender equality and women’s empowerment and a commitment to CARE’s approach and values including ethnic diversity and cultural sensitivity; * Uphold and promote CARE’s commitment to Child Protection and the Protection from Sexual Harassment, Exploitation and Abuse; and * Comply with CARE Cambodia’s Financial, Human Resources and Operational requirements, foster strong communication between operations and programs teams and uphold high standards of honesty and integrity in personal conduct. | |
| **EXPERIENCE AND QUALIFICATIONS**   * Minimum Bachelor Degree in Education, Teaching or equivalent * Minimum 5 years relevant teaching, training experience, preferably with an International Non-Government Organisation (INGO) and/or private company; * Proven understanding of Cambodian Ethnic Minorities, their cultures, languages and issues; * Demonstrated experience in project and financial management; * Strong representational skills including developing networks and relationships with key stakeholders; * Proven experience to follow standard policies, procedures and processes and ensure the implementation of detailed transactions; * A willingness to learn about CARE, gender equality and women’s empowerment activities; * Demonstrated good leadership, interpersonal skills, critical thinking and analysis, sound judgment, planning, problem solving and team building skills; * Demonstrated high level organisational and time management skills including the ability to plan, and manage workflows and balance competing priorities to ensure timely processing and to meet deadlines in a complex environment; * Demonstrated characteristics in honesty, reliability, integrity with the ability to maintain confidentiality; * Excellent communication skills both written and oral in Khmer and English; and * Excellent in Microsoft Office with knowledge in Microsoft Word and Excel and intermediate numeric skills. | |
| **APPROVED BY:**  **Date:**  **Signature:** | **ACCEPTED BY:**  **Date:**  **Signature:** |