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| **JOB TITLE: Project Manager-** **Healthy Women Healthy Workplace (PM-HWHW)** | |
| **LINE MANAGER:**  **Senior Program Manager-Sexual Reproductive Health and Rights and Life Free From Violence (SPM-SRHR&LFFV)** | **GRADE: E** |
| **BUDGET RESPONSIBILITY:**  **Up to USD $500,000** | **WORK LOCATION:**  **Phnom Penh, Country Office** |
| **TEAM: Socially Marginalised Women (SMW)** | |
| **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 works with Socially Marginalised Women (SMW), targeting rural to urban migrants and the poorest and most disadvantaged communities in rural Cambodia. This work includes improving household livelihoods, educating migrants on their rights, improving rural health care services, and empowering workers to protect themselves from harm. | |
| **PURPOSE OF THE POSITION**  The Project Manager- Healthy Women Healthy Workplace (PM-HWHW) will provide leadership and management across the project. This position will manage and be responsible for a technical and complex area of expertise including leading a team, project development, representation, project and financial accountability and management. The PM-HWHW is a proven and experienced professional that manages key relationships with both internal and external stakeholders  In addition the PM-HWHW will coordinate and ensure constructive and respectful working relationships with project partners, within CARE and with stakeholders such as relevant ministries, private sector partners and civil society partners.  This position is based in Phnom Penh with travel to other sites as required.  This position line manages Senior Clinical Officer and Senior Project Officer-Health Promotions. | |
| **MAIN RESPONSIBILITIES**  **STRATEGY AND LEADERSHIP**   * Work with the SPM-SRHR&LFFV –SMW to support the development and review of the projects under SMW 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; * Provide technical support to team; * Manage the overall quality of delivery, implementation and documentation of all information relevant to CARE’s Sexual Reproductive Health (SRH), and nutrition activities to garment factory workers in Phnom Penh and Kandal and other Provinces; * Participate in negotiate all agreements and Memorandum of Understandings with key Ministerial champions in Ministry of Labor Vocational Training and Municipality Health Department (MHD); * Support and provide guidance to health facilities and garment factories partners implementing on behalf of CARE including supportive supervision and field visits, monitoring and evaluation, providing capacity building on organizational and financial management as well as technical abilities; * Support SPM-SRHR to identify all specific relevant donor requirements and ensure compliance with them by all HWHW project staff; * Identify and take action on fund raising opportunities that leverage and compliments the existing HWHW project; * Provide SPM-SRHR and LFFV with accurate and up-to-date advice on developments challenges and recommendations and ensure that regular report activities are discussed; * Provide regular financial and narrative reports, tracking all financial transactions by assigned activity on monthly and quarterly bases; * Develop a detailed understanding of the projects objectives, outcomes and expected results and ensure this in communicated clearly to line staff; * Ensure quarterly work plans are developed for staff in order to implement project activities as per the work plan; * 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; * Ensure good communication, coordination and information sharing with and between all CARE key staff; * Maintain regular communication and consultation with key project partners and government to share and update on activities; * Produce high quality oral and written reports (in English) on project progress, including donor reports by required due dates; * Work with the team to manage risks and overcome or adapt to project management challenges and obstacles; 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; * Manage the HWHW project budget and control all relevant expenditure against that budget; * 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**   * 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  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 International Development, Health, Sociology, Management and/or minimum 5 years relevant teaching experience, preferably with an International Non-Government Organisation (INGO) and/or private company; * Proven knowledge of garment sector and workers issues in Cambodia and knowledge of delivering a Behavior Change Communication (BCC) project and SRH messages; * Proven understanding of Cambodian Ethnic Minorities, their cultures, languages and issues; * Strong training and facilitation skills, effectively able to speak publicly and make effective use of materials and visual aids; * 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:** |