Bandos Komar Association

JOB DESCRIPTION

Position Title: Project Manager (PM) 
Grade: 5 B
Location: Siem Reap Province and travel to the field
Department: Program, Project: Skill for Success (S4S)
Report to: Technical and Program Coordinator

PURPOSE OF POSITION

- To lead the overall management of skill for success (S4S) project in Siem Reap Provinces and to ensure the quality of project, staff and budget managements, in close collaboration with other managers and other departments of BK
- To ensure for overall strategy implementation, and quality assurance for the S4S project in Siem Reap and Ratanak Kiri provinces.
- To ensure the good collaboration Local Authorities, TVET/Regional Training Center/Provincial Training Center, DoE/DTMT, SDs, and relevant stakeholders/partners related to the project and cohesion with D&D approach
- To ensure mainstreaming child protection and child participation into projects (design, implementation, monitoring and evaluation)

FUNCTIONS and TASKS

Jobholder Plan:

- Annual operational plan and budgets, monitoring and evaluation of the project.
- Coordinate with Plan International Cambodia to manage project activities and provide technical support and training to field staffs, as needed.
- Annual performance plan/targets of his/her direct reports.
- Plan to determine how to work with the community and school addressing the need of vulnerable children and youth
- Develop and Submit progress reports (monthly, quarterly and annually) including financial reports on time with good quality.
- Track budget on activities implemented within the geographic area which is approved by Plan International Cambodia.
- Support the implementation of M&E, including supervising field staff in monitoring service delivery and tracking impact on beneficiaries at the household and individual level.

Outputs and Deliverable:

1. Program Strategy and Planning Implementation, Monitoring / Evaluation and operation management:
   - Develop and implement annual operational plans and budgets / financial aspects, monitoring and evaluation of the project to deliver the target outputs, results and impact followed BK/Donor guideline and standard.
   - Involve and lead the process of development or revision of provincial program orientation and annual operational plan to ensure they are aligned with Bandos Komar strategic plan
• Lead and facilitate the process of the project phasing-in and phasing-out in collaboration with concerning technical staff and managers.
• Ensure families, community, teachers, including children and representatives of marginalized groups are involved in the whole cycle of project management.
• In collaborate with managers and others concerning staff to develop the monitoring tools as check list, case study form, storytelling, ...etc. as needed to tracking the project results and impact
• In cooperation with PTC/RTC to ensure youth who coming for S4S shall complete all module
• Consolidate the lessons learnt/capitalization of provincial program

2. Program progress reporting and documentation
• Develop and consolidate the narrative monthly, quarterly, semi and annually report of the project with accuracy project data (outputs, results, and impact) as Bandos Komar and donor required
• Consolidate the project data and entry those data into system as BK and donor required in the monthly based
• Keep the line manager regular updates the progresses and promptly seek for discussion, consultation the issues for identifying resolution and decision

3. Good working environment in/outside Bandos Komar are established and maintained:
• Maintain strong links with technical support team to seek the technical support from them.
• Establish and Maintain a good presentation of BK association in his/her province and especially close cooperation with TVET/PTC/RTC in Ratanakiri & Siem Reap
• Establish and maintain linkages with government departments and others to raise Bandos Komar’s image and to promote the right of the child.
• Ensure PoEYS, DoEYSs, School Directors, SSCs, village chiefs, CCs, district councils, and community in the areas
• Gather and document the best practices and learning from within and outside the province and shared with relevant staff.

4. Management and Human Resources:
• Manage the project staff
• Empower staff, and promote friendly working environment, encourage initiative
• Request and coordinate technical support from technical team, and financial/accountant/admin team
• Contribute to job descriptions, contracts, etc. in collaboration with the HR department
• Annual performance appraisal is carried out for all project staff
• Training needs and development plans for staff capacity development
• Orientate / guide and support / train and including coaching and mentoring to concerning staff

Other duties performed as required by the organization

All tasks are assigned by line manager and ED

LEVEL/SCOPE OF DUTIES:

The post holder oversees:
• Operations in the provincial based (Siem Reap) and including the project phase-in and phase-out processes
• Planning and implementation of the project
• The overall management on the project implementation and monitoring
• Involve the project proposal and develop narrative grant reports
• Ensures that all the projects have monitoring tools and it was operate/implement in the target area.
• Human Resources management
• Compliance to implement Child Protection policy

**Team/posts report into the post holder:**
• Project Officers

**The primary linkages for this post:**
• ED, TPC, PPM, Technical Department members, Finance/Administration Accountant team members and POs.
• Partners, NGOs, children, families, community leaders, groups, and government in the provincial based.

**REQUIREMENT**

**Leadership Behaviors**
• Resourceful and able to link the project activities with other resources,
• Promote high performance, innovation and learning, and open mind for feedback
• Provide vision / direction to own team, coaches and leads other and actively develops team

**Skills specific to the post:**
• Leading and managing skills + decision making
• Education system in Cambodia, knowledge in non-formal education (life skill) is plus.
• Ability to coordinate & communicate with people at different levels
• Understanding on Monitoring and Evaluation process and procedure
• Writing reports, proposals and concept paper + managing projects

**Qualifications and Experience:**

**Education:**

At least Bachelor Degree on Education, Development, Management, Social Science or related field.

**Knowledge:**

• Management and staff training
• Gender and child rights
• Program implementation integration
• Good knowledge of donor requirements is essential through proven management experience delivering accountable programs
• Education, community development
• Computer operation on Micro-Soft Office

**Experiences:**
• At least 3 years experiences in managing education project and related project.
• Extensive experience in participatory planning, monitoring, evaluating development programs
• Developing and writing grant proposals
• Demonstrable analytical skills on sustainable development issues.

Attitude/Core Competencies:

• Patient, mature and responsible person
• Hard working and analytical and able to work under pressure
• Willing to accept change in the workplace and to learn new things
• Respect rules and regulations
• Cooperative and supportive to colleagues
• Excellent temperament
• Able to work multitasks and with little supervision
• Proven ability and aptitude to learn quickly and result/output oriented

____________________________                   ___/___/___
Read and Accepted (Job holder)                  Date

_____________________________     ___/____/____
Direct Supervisor        Date