



**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 others 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

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Read and Accepted (Job holder)

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Date

\_\_\_\_\_  
Direct Supervisor

\_\_\_/\_\_\_/\_\_\_  
Date