



Are you looking for a new, challenging job opportunity at a not-for-profit, development organisation in a fun team with a great passion for helping others? Child's Dream Cambodia in **Siem Reap** is seeking an ambitious

Head Programmes - Cambodia

Together as a team, we at Child's Dream are here to empower people in the Mekong-Sub-Region. We do this by working in partnerships with communities to improve the health and education of their children, youth and young adults for sustainable development.

Our Programme Team – Cambodia needs your support with overseeing and leading the programme management of various education programmes benefitting youth, adolescents and communities in Cambodia.

Your duties and responsibilities include but are not limited to:

Shape and develop our programme strategy

- Support the development and implementation of our programme strategy in Cambodia
- Ensure that the strategy is aligned to the organisation's and country strategy and that existing and new programmes contribute to our strategic goals

Programme management

- Oversee and guide the team in managing their programmes independently
- Manage and control budgets and the team's administrative expenses in accordance with the budget approved and internal budget regulations
- Support the preparation of annual programme plans including activity planning, designing new interventions and budgeting for approval by the Country Director and Managing Director - Programmes
- Monitor and evaluate our programme activities, outputs and outcomes following the M&E plan developed together with our M&E team in our head office in Chiang Mai
- Conduct programme reviews, develop continuation plans and phase-out strategies
- Provide regular feedback and updates on current or potential programmes to the Country Director and the Managing Director – Programmes
- Identify, develop and initiate new programmes and defend proposals in Project Evaluation Committee
- Conduct independent site/field visits in Cambodia for monitoring, problem solving and managing programs (30% - 50% of your working time)

Lead and manage our programme team

- Lead our programme team by example and with empathy
- Build a strong team spirit
- Promote the capacity of each team member
- Develop and maintain a strong feedback culture in the team and with our partners
- Plan Human Resources together with the Country Director and Head – Administration and Accounting

Maintain and grow a strong network

- Build and maintain effective relationships with our stakeholders
- Help to facilitate donor visits

We are looking for a person with

- a strong passion for the empowerment of people in Cambodia and for the NGO sector,
- a bachelor's degree in International Relations, Business Administration, Development Studies, Social Science, Education, or equivalent education
- previous work experience of minimum 7 years as a programme manager in the NGO sector or related field,
- advanced knowledge in programme cycle management and budgeting,
- proven leadership skills to form a working environment where the team can perform at its best,
- the ability to accept, implement and give constructive feedback,
- excellent communication and interpersonal skills,
- great attention to detail and a critical mind,
- excellent organisational and time-management skills,
- Solid IT skills (MS Word, Excel, Powerpoint, E-mail),
- Khmer mother tongue,
- highly proficient written and verbal English language skills,
- and a driving licence.

What we offer:

- a full time position with an unlimited contract in our office in Siem Reap
- Multicultural working environment with a team of more than 10 nationalities working in three offices in the Mekong Subregion
- Working culture based on trust, constant exchange and lean hierarchy
- A salary in the range of USD 800 - USD 1,000 per month plus monetary and non-monetary benefits (the final salary will be decided after the selection process, based on your skills, knowledge and relevant work experience)

Did we spark your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, university transcripts, and two references) to nary@childsdream.org until **24th July 2022**.

We will of course confirm that we have received your application and get in contact with you again if you are selected for an interview.

Siem Reap, 22nd June 2022