



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, Cambodia is seeking an ambitious

Head Projects - Cambodia (Education Infrastructure Projects)

Starting date of position – as soon as possible

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 Project Team – Cambodia needs your support with overseeing and managing our various education infrastructure projects (e.g. schools, boarding houses) in Cambodia.

Your duties and responsibilities include but are not limited to:

Strategy development

- Support the development and implementation of our programme strategy in Cambodia
- Ensure that the strategy aligns with the organisation's and country's strategy and that existing and new programmes contribute to our strategic goals
- Stay updated about the socio-economic and political situation in the country, and if necessary, initiate a strategy review

Construction Project Management

- Oversee and guide the team in managing their projects independently, efficiently, and with quality, ensuring that quality standards are met
- Manage and control budgets and the team's administrative expenses in accordance with the approved budget and internal budget regulations
- Plan annual project activities and financials: Prepare cost estimations, budgets, timeframes, log frames, contracts, and baselines in collaboration with community leaders, teachers and partner organisations for approval by the Country Director
- Monitor and evaluate our projects' activities, outputs, and outcomes following the Monitoring and Evaluation plan developed together with our Regional Planning, Monitoring, and Evaluation team
- Conduct risk mitigation for projects
- Provide regular feedback and updates on current or potential projects to the Country Director, and prepare timely reports on project progress in English
- Take the lead in identifying new projects, developing new interventions, conducting baseline surveys, and designing and implementing them

Lead and manage our project team

- Lead our project team by setting an example and fostering empathy
- Build a strong team spirit within the organisation
- Promote the capacity development of each team member
- Develop and maintain a strong feedback culture in the team
- Collaborate with the Country Director, Head Finance & Office Administration – Cambodia and the Regional Human Resources Manager on Human Resources Planning

Maintain and grow a strong network

- Build and maintain effective relationships with our stakeholders, community members, constructors and education partners
- Facilitate donor visits to showcase our impactful work

We are seeking for someone with a strong interest in working for an NGO who can meet the following criteria:

Education, skills and work experience

- A strong interest in working for an NGO and to contribute to our vision and mission
- A bachelor's degree or equivalent education
- At least 7 years of relevant working experience in the I/NGO sector or related field

Hard skills

- Advanced knowledge in project cycle management and budgeting
- Proven experience in conducting trainings, community engagement and development, and managing construction projects would be an asset
- Solid IT skills (MS Word, Excel, Powerpoint, E-mail)
- Experience in using construction software is of advantage (AutoCAD, SketchUp)

Soft skills

- Proven leadership skills to foster a productive and collaborative working environment
- Demonstrate 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

Language skills:

- Khmer mother tongue (as this is a local position)
- Highly proficient written and spoken English language skills

Other skills and requirements:

- Ability to travel frequently (Regular field visits make up 60% of your working time)
- Driving license

What we offer:

- A full time position in our office in Siem Reap, Cambodia with an unlimited contract
- A multicultural working environment with a team of more than 10 nationalities in the Mekong Subregion
- A working culture with a lean hierarchy based on trust, constant exchange and continuous learning and development
- Salary range: USD 800.00 to USD 1,000.00 (the final salary will be decided after the selection process according to 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, two references and certificates of education) to nary@childsdream.org.

The application deadline is **19th March 2024**.

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. The interviews will be done on a rolling basis.

Siem Reap, 19th February, 2024