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CAMBODIAN INSTITUTE FOR DEMOCRACY

## JOB DESCRIPTION

<b>Job Title:</b> Programme Coordinator
<b>Duty Station:</b> Phnom Penh Office
<b>Report to:</b> President of CID
<b>Type of Contract:</b> Full time
<b>Duration:</b> 1 year contract (with possibility of extension to 2027)
<b>Starting Date:</b> January 1, 2024
<b>Salary:</b> \$1,150 (plus other benefits)

### 1. BACKGROUND

The Cambodian Institute for Democracy (CID) is a non-profit and independent think tank working to support and strengthen democracy as a fundamental principle necessary for Cambodia's social, economic, and political development.

CID is looking for a programme coordinator for a 5-year programme, "Empowering, Engaging, and Protecting Human Rights Defenders (2EP-HRD)," which is financially supported by the United States Agency for International Development (USAID). The main objectives of the programme are: 1) support vulnerable and marginalised groups in Phnom Penh to advocate for land tenure security; 2) empower human rights defenders (particularly women and youth and community activists from vulnerable and marginalised communities) by building their capacity to protect land and natural resource rights across Cambodia; 3) promote broader youth engagement and activism in human rights and democratic issues; and 4) enhance CSO-led protection and advocacy for human rights-related issues in Cambodia. The programme seeks to promote and protect universally recognised human rights, as well as the social, cultural, and economic rights of citizens in Cambodia.

The overall goal of the programme coordinator is to lead, manage, and execute the "Empowering, Engaging, and Protecting Human Rights Defenders (2EP-HRD)" programme and ensure the delivery of all expected results as stipulated in the Result Assessment Framework (RAF) under CID's priorities.

## **2. OVERALL RESPONSIBILITIES**

### **Program Management Responsibilities**

- Under the direct supervision of the President of CID, ensure the delivery of all expected results, outcomes, and outputs of the 2EP-HRD Programme under CID;
- Manage and coordinate the implementation of all activities of the programme, including those under sub-grantees of the programme;
- Produce a high-quality annual and quarterly workplan with the budget of the programme based on the programme's proposal and agreement with the donor;
- Lead the programme's team to execute all planned activities in a timely manner and within the allocated budget;
- Produce high-quality reports, including quarterly reports and annual reports, for the management team, the board of directors, and donors of CID;
- Work closely with the M&E Specialist and the M&E and Programme Support Officer to ensure that the programme's activities are properly monitored and all data (qualitative and quantitative data) is accurately updated and maintained in the database and M&E System;
- Under the direction of the President of CID, provide strategic support for the overall management of the programmes and assurance;
- Play a leading role in ensuring that CID's values, policies, rules, and regulations are properly complied with by the team and partners; and
- Perform other tasks as requested by the President of CID.

### **Human Resources Responsibilities**

- Work closely with the programme's finance officer to effectively plan and manage the programme's budget;
- Participate in the recruitment and dismissal of programme staff under supervision when deemed necessary.
- Line-manage monitoring and evaluation and the programme support officer, consultants, interns, and volunteers who are assigned to work under the programme;
- Provide guidance, technical support, and coaching to all staff under supervision in order to develop their capacities and improve their work productivity.
- Conduct quarterly coaching and annual performance appraisals for all programme staff under supervision in accordance with HR policy; and

### **Financial Management Responsibilities**

- Work closely with the President of CID and the Finance Team to create the quarterly, semi-annual, and annual programme's budget report;
- Be responsible and accountable for the financial management and expenditures of the programmes in accordance with the procurement rules, regulations, and policies of CID and donors; and

- Ensure accurate expenditure reports for the programme and ensure fiscal responsibility and transparency for the organisation.

### **Grant Management & Donor Coordination**

- Develop and maintain good communications and networking with the programme's donors;
- Manage grants and ensure accountability and transparency of financial expenditures by subcontractors and recipients; and
- Assist the President of CID to ensure that CID fulfils its obligations and meets the reporting requirements of donors and government agencies in a timely manner.

### **Networking and Communications Responsibilities**

- Maintain communication with the management team and staff, and ensure that all relevant staff receive regular updates about important programme information.
- Ensure smooth communication and fruitful partnerships with national counterparts and implementing partners;
- Keep up-to-date on any policy developments and changes, publications, and important external communications.
- Network with other NGOs and enlist their cooperation in the furtherance of mutual goals.
- Provide regular updates on the progress of the programme at regular programme meetings.
- Provide regular updates on progress, challenges, foreseeable risks, and opportunities to the director of programmes on a regular basis; and
- Attend other strategic meetings with partners and donors.

## **3. REQUIREMENTS**

- Preferably, have at least 3 years of experience in managing project finance through USAID, the EU, or a member state of the European Union and proven technical expertise in planning, implementing, and monitoring projects;
- At least 3 years of experience in human rights and democratic governance and a minimum of 3 years of programme management experience, preferably in the fields of citizen/women empowerment, civic education, advocacy, and good governance;
- Hold at least a bachelor's degree in social science, public administration, law, public affairs, or another subject relevant to the work of CID;
- Demonstrated ability to manage and motivate staff under supervision, excellent attention to details, accuracy, and being a liable person;
- Excellent communication and interpersonal skills, including the ability to build and maintain relationships with people from diverse backgrounds and nationalities;
- Sound knowledge of and commitment to the promotion of human rights, democracy, integrity, and good governance;

- Ability to work independently, under pressure, and with a high level of commitment to ensure all outcomes and outputs are achieved on time and to a high standard;
- Be committed to CID's core values and policies;
- Understanding Cambodia's social and political context and possessing up-to-date information on both economic and political development is an asset.
- Fluent in English with a proven ability to communicate and analyse both verbally and in writing;
- Ability to build and maintain good communication and relationships with stakeholders, including the government and relevant stakeholders;
- Experience in developing interactive training materials and delivering training programmes is an asset, and
- Possess excellent interpersonal skills and be a result-oriented and creative person who requires minimal supervision.

#### **4. HOW TO APPLY**

Qualified candidates are encouraged to apply for this position by sending a cover letter and CV to [info@cid.asia](mailto:info@cid.asia) with the written subject line "Apply for Programme Coordinator" by 5:00 PM. On December 18, 2023, The Cambodian Institute for Democracy (CID) is committed to the principles of workplace diversity. Qualified women and people with disabilities are encouraged to apply.

**Only short-listed candidates will be contacted.**