

Assistant Manager - Cambodia

Job Title: Assistant Manager - Wedu in Cambodia

Location: Phnom Penh

Hours: Part Time/ Full Time

The Role

Wedu is urgently looking for an Assistant Manager to coordinate project activities in Cambodia and support coordination of upcoming key partnerships with international partners. The project consists of supporting young women with leadership training and mentorship in Cambodia (including all provinces) and will require an eight-month commitment from November 2018 to June 2019. Depending on the availability of follow-up funding, the position may become permanent.

As the Assistant Manager, you will play a key role in the programme operations and customer aspects of Wedu's programmes in Cambodia, including managing the relationship of local outreach partners and sponsors.

Your role will entail close interaction with our project partners and participants through various communication and programme management channels to ensure satisfaction, quality, and engagement. This is a unique opportunity for you to shape the future of Wedu and leadership development in Cambodia that combines project management, process-oriented, customer-focused responsibilities with a personal, relational aspect. We are looking for a person with an entrepreneurial spirit who is ready to take on a high level of responsibility and autonomy. In particular, the role involves:

Programme & Participant Coordination:

- Coordinating and supporting all major programme/operational activities and objectives, including participant selection, onboarding, communication, and reporting
- Coordinating all communication to, and nurturing relationships with, programme partners and participants through in-person and digital means (phone, email, Facebook group, etc.)
- Providing guidance and problem-solving support for programme-related issues and handling conflict resolution
- Maintaining and tracking programme database with participant details and activities
- Designing, collecting, and analysing participant survey data and KPIs as part of programme monitoring and evaluation
- Managing and coordinating procurement, local vendors, invoice and payments, and monitoring of all programme expenses in Cambodia

- Contributing to the programme success by accomplishing other tasks, as needed

Programme Development:

- Proactively offering ideas and insights to improve the overall participant experience, programme effectiveness and efficiency
- Monitoring the quality of Wedu service delivery on a regular basis and developing solutions for addressing gaps
- Contributing to the design and preparation of programme and communication material for participants, partners, and sponsors

Do you have what it takes?

You have at least 3-5 years of previous work experience in a similar project management, customer-oriented role in Cambodia, and you have an entrepreneurial approach to work coupled with strong communication skills.

- Fluent both in Khmer and English languages (speaking and writing)
- Solid project management experience and ability to proactively manage complex, multi-dimensional projects
- Entrepreneurial spirit and driven by innovation
- Self-starter with a strong work ethic and ability to work independently with minimal supervision
- Demonstrate strong critical thinking and problem-solving skills with high attention to detail
- Strong interpersonal skills with a natural cross-cultural sensitivity and professionalism
- Passionate commitment to promoting social change and emerging female leaders

Those with previous monitoring and evaluation experience will be highly considered.

Other qualifications:

- University degree or above
- Proficiency in MS Word, PowerPoint, Excel; familiarity with CRM a plus
- Cambodia nationals are particularly encouraged to apply; strong preference for applicants who are already residing in Cambodia
- Candidates with past experience in the private sectors are also encouraged to apply

Organizational Arrangements

We expect from you a minimum commitment of 8 months. This may be a full-time or part-time role and will begin as a contractor position under our Thai Foundation; as our registration and work in

Cambodia progress, we may discuss options to transfer, continue, and/or expand your role with us.

This role will require frequent travel within the country, so you must be willing and able to do so on a budget.

You will receive competitive pay based on your qualifications and Cambodia living standards, and work permit sponsorship per our Thai Foundation operations. You will have access to the Wedu network of experts and advisers, who have extensive experience in the development of social enterprises.

Apply Now!

Interested candidates should complete the application form on our website at [Careers - Join Our Team](#). If you are experiencing problems with the form, please email talent@weduglobal.org.

Applications are accepted and reviewed on a rolling basis, and qualified candidates will be contacted via email for behavioural and situational interviews. As part of the selection process, you may also be expected to participate in role play (relevant to this position) and/or conduct mini exercises to further demonstrate your fit and interest with the role.