Programme Manager - Wedu Cambodia

Job Title: Programme Manager - Wedu Cambodia
Location: Phnom Penh (office or home-based)
Hours: Full-time
Duration: 12 months (can be extended based on performance and funding)

About Wedu Cambodia
Wedu is a leadership development organisation that believes every woman who strives to reach her full leadership potential should have the opportunity to do so, and that a society where every talented woman has the opportunity to contribute to the best of her ability is a better society for all. We have successfully delivered key projects in Cambodia in partnership with international organisations such as USAID, Canada Fund and the British Embassy.

The Role
Wedu is looking for an Programme Manager to lead the coordination of programmes and project activities in Cambodia, including key partnerships with local and international partners. Wedu Cambodia’s main operations consist of providing women with leadership training, skill development, funding for education, and mentorship.

As the Programme Manager, you will play a key role in leading programme implementation and customer aspects of Wedu’s programmes in Cambodia, including managing the relationships with local outreach partners and donors. This role will also be the primary representative of Wedu in Cambodia and work in close collaboration with the Wedu Cambodia Board.

Your role will entail close interaction with our project partners, donors 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 and 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, leadership and autonomy.

The Programme Manager’s responsibilities include, but are not limited to, the following:

Wedu Cambodia Operations
- Monitor the implementation of the MoU with the Ministry of Women’s Affairs and Wedu Cambodia and nurture relationships with Government representatives.
Monitor the day to day administration of Wedu Cambodia and supervise local team
Monitor the legal and government compliance processes as needed
Coordinate with local vendors and oversee local procurement process
Monitor organisation expenses, accounting and reporting
Manage the hiring of Wedu Cambodia team members and consultants as required

**Programme Management:**
- Lead all major programme/operational activities and objectives, including participant selection, onboarding, communication, and reporting
- Grant management for local and international donors sponsoring programmes in Cambodia
- Responsible for all communication to, and nurturing relationships with, programme partners through in-person and digital means (phone, email, Facebook group, etc.)
- Resolve programme-related issues and handle conflict resolution
- Oversee data management for programme and participant details and activities, including Salesforce data for Cambodia.
- Designing, collecting, and analysing participant survey data and KPIs as part of programme monitoring and evaluation; produce programme reports as per donor requirements
- Contributing to the Wedu programme success by accomplishing other tasks, as needed

**Programme Development:**
- Leading donor relations and grant proposal writing for Wedu Cambodia
- Proactively offering ideas and insights to improve the overall participant experience, programme effectiveness, and efficiency
- Monitoring the quality of Wedu offer 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 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.

- University (bachelor) degree in relevant field - or equivalent experience
- Solid project management experience and ability to proactively manage complex, multi-dimensional projects, including expenses and project financial reports
- Experience in team management and supervision
- Entrepreneurial spirit and driven by innovation and use of technology
● Self-starter with a strong work ethic and ability to work independently with minimal supervision
● Strong critical thinking and problem-solving skills with high attention to detail
● Strong interpersonal skills with a natural cross-cultural sensitivity and professionalism
● Demonstrated commitment to promoting social change and women’s leadership
● Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment
● Fluent in Khmer and English (spoken and written)
● Proficiency in MS Word, PowerPoint, Excel; familiarity with Salesforce a plus
● Cambodia nationality

Preference will be given to:
● Previous experience in NGO in Cambodia and partnership management with international donors
● Previous experience in a leading/management position
● Previous monitoring and evaluation experience will be highly considered
● Knowledge of Salesforce and competence is the use of technology is highly desirable

Organisational Arrangements

This role will require 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. You will have access to the Wedu network of experts and advisers, who have extensive experience in the development of social enterprises.

Apply Now!
Wedu is committed to cultivating a culture of inclusive leadership and we strive to build balanced teams from all walks of life. We celebrate the individual differences, life experiences, knowledge, innovation, self-expression, and talent that each employee brings. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, opinions, culture, ancestry, ethnicity, race, sex, gender identity and expression, sexual orientation, age, religion, marital status, disability, and beliefs.

We are looking to fill this position immediately. 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.

Application deadline: 27th February
Applications will be reviewed on a rolling basis and shortlisted candidates will be contacted via email. Interviews will consist of behavioral and situational questions and as part of the selection process, candidates will be asked to complete brief tasks.