

Programme Manager - Wedu Cambodia

Job Title: Programme Manager

Location: Phnom Penh (home-based)

Hours: Full-time

Duration: 10 months (can be extended based on performance and funding)

Application Deadline: 15th May

Expected Start Date: June 2021

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, the British Embassy and WaterAid.

About the WaterAid Programme

The Advancing Women's Leadership in WASH programme aims to improve women's leadership and gender equality efforts in Cambodia's WASH sector. Women's participation and leadership at all levels of the WASH sector in Cambodia is fundamental to ensuring that national WASH progress contributes to gender equality and that WASH services are provided with women's decision-making, voices are taken into account. Wedu will collaborate with WaterAid Cambodia to provide leadership training, mentorship, coaching, and networking opportunities from June 2021 to March 2022. This programme will be supported by the current MoU agreement between Wedu and the Ministry of Women's Affairs (MoWA) to promote women's leadership and economic development.

About the Role

Wedu is looking for an Programme Manager to lead the coordination of programmes and project activities in Cambodia, including managing key partnerships with local and international partners. Wedu Cambodia's main operations consist of providing women with leadership training, funding for education, and mentorship. This role will also be the primary representative of Wedu in Cambodia and work in close collaboration with Wedu's global team and the Cambodian Board.

Your role will entail close interaction with our project partners, donors and participants through various communication and programme management channels to ensure 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 impact-focused responsibilities with a

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 will supervise a Programme Coordinator (FT) and consultants and interns as-needed. The Programme Manager will report to Wedu's global head of LEAD Programmes, currently being filled by the Executive Director.

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

Programme Management:

- Lead all major programme activities and objectives
- Lead donor relations, managing existing funding partnerships and cultivating new ones
- Lead grant management and reporting
- 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
- Design, collect, and analyse participant data and KPIs as part of programme monitoring and evaluation; produce programme reports as per donor requirements
- Proactively offer ideas and insights to improve the overall participant experience and programme effectiveness
- Monitor the quality of Wedu's offer on a regular basis and developing solutions for addressing any gaps
- Contribute to the preparation of programme and communication material for participants, partners, and sponsors
- Manage the hiring of project staff and consultants as needed
- Ensure programme success by accomplishing other tasks, as needed

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
- Manage the day to day administration of Wedu Cambodia and supervise the local team
- Support legal and government compliance processes as needed
- Coordinate with local vendors and oversee local procurement process
- Monitor organisational and project-level financial management

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

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, by June 30, 2021 at the latest. Interested candidates should complete the application form on our website as soon as possible at [Careers -](#)

[Join Our Team](#). If you are experiencing problems with the form, please email talent@weduglobal.org. We will review applications on a rolling basis until the position is filled.

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.