

JOB DESCRIPTION

DEVELOPMENT ISSUES PROGRAMME MANAGER

Job Title: Development Issues Programme Manager

Grade: 4

Main Purpose of the Job: Strategic and day-to-day leadership of the team to delivery the Development Issues Programme objectives and representation of the NGO Forum on Cambodia (NGOF) and its network members on programme related issues.

Reports to: Deputy Executive Director (DED) in charge of Programmes

Main Objectives:

- Achieve the Programme objectives as in the Action Plan
- Fulfil all Project Cycle Management (PCM) responsibilities on time, efficiently and to the right standard.
- Manage and support staff so that they are able to deliver their responsibilities.
- Provide timely support to DED and Executive Director (ED) on technical and representational issues.

The Development Issues Programme (DIP) Manager shall carry out the duties of the position in compliance with the NGO Forum's policy documents, including the Personnel Policy and Regulations, the Financial Policy and Procedures, Media policy and the Anti-Corruption and Conflict of Interest Policy.

This job description should be read in conjunction with the current Action Plan.

A. MAIN RESPONSIBILITIES AND TASKS:

1. Project Cycle Management for Advocacy

- 1.1. Leading and coordinating the **planning and budgeting** of the Development Issues Programme's Action Plans and bi-annual updates for network members and to be integrated into overall the NGO Forum's Reports.
- 1.2. **Implementation** of Development Issues Programme through delegation and support to Project Coordinators (PCs) to ensure work is done in a timely manner. This includes conducting meetings/ workshops, capacity building, researches, publication, and other advocacy activities.
- 1.3. **Monitoring** the Development Issues Programme through programme level logframe and budgets, as well as overseeing projects and supporting PCs with their main responsibilities. Use this to improve plans and budgets at regular intervals.
- 1.4. **Reporting** on the Development Issues Programme by coordinating project reports and consolidating them for programme reports for the NGO Forum use such as the quarterly reports, 6-month report, the annual report and triennial report.
- 1.5. **Evaluation** of Development Issues Programme by leading routine evaluation of action plans and activities and report against indicators, and support PCs with their evaluation. This will require regular quality assurance of systems in place for data collection.
- 1.6. **Quality Management of Development Issues Programme to ensure:**
 - projects and programme are producing quality outputs for advocacy through providing technical support and overseeing advocacy strategy design, implementation, monitoring and coordination to each project.
 - adequate stakeholder involvement and information dissemination, i.e. members, government and donors.
- 1.7. **Gender Mainstreaming** in line with the terms of reference as a Gender Focal Point, to ensure DIP team and projects have gender objectives, mitigation measures against (negative) impacts, ways to monitor gender impacts and outcomes, and capture gender in all reporting and other activities.

2_ Supervision and Coordination

- 2.1 Supervise the work of all project staff in the Programme team to ensure all activities are properly coordinated and in accordance with the required outputs of the respective projects.
- 2.2 Covering PC's tasks during peak time or absence.
- 2.3
- 2.4 Coordinate with DIP advisor (if applicable) to ensure that the advisor understand what is happening in the programme and what advice and assistance is required from the advisor (advocacy strategy and direction).
- 2.5 Participate in and contribute to regular Coordinating Committee (CC) meetings and decision making relevant to inter-programme coordination, procurement and other as stated in the CC Terms of Reference.
- 2.6 Hold regular team meetings and chair of the monthly staff meeting in rotation with other Programme Managers;
- 2.7 Provide on-the-job capacity building within the Development Issues Programme and within the Coordination Committee.

3. Financial Responsibilities and Duties

- 3.1 The Programme Manager is responsible for budget monitoring in the Development Issues Programme and for authorising Project Coordinator's expenditures. Financial monitoring must be done on a monthly basis. When necessary, budgets must be reviewed and amended every three months and new budgets need to be reviewed by the Deputy Executive Director and approved by the Executive Director and the Management Committee.
- 3.2 The Program Manager is delegated financial authority to co-sign cheques with the Deputy Executive Director in accordance with the NGO Forum's policy.
- 3.3 Assist management in fund raising in particular on the DIP of the NGO Forum on Cambodia.

4. Staff Management

- 4.1 Ensure all PCs have up to date job descriptions and appraisals are done on time.
- 4.2 Lead recruitment for new staff to the team, in conjunction with the HR Officer/Manager and in line with the recruitment policy and procedures.
- 4.3 Agree induction programme and objectives with new staff and ensure the induction programme is implemented.
- 4.4 Ensure there is a capacity development agenda for the team every year that has time for on-the-job development (one to one with the DIP manager or Adviser).
- 4.5 Ensure the availability of Human Resource capacity in the team as needed, thereby dealing with recruitment, field work, annual leave, etc, in a timely manner with respect for staff welfare and rights and in accordance with NGOF Policies.

5. Representational Tasks

- 5.1 The Program Manager has several representational responsibilities and tasks, among others:
 - Liaising with network members as necessary;
 - Liaising with government and donors regularly, for instance during meetings of the Technical Working Groups that the projects of the Development Issues Programme participate in;
 - Representing NGOF and members at external events;
 - Responding to press and media interest (in line with NGOF Media Policy);
 - Written draft correspondence with government, donors and members for the signature of the Executive Director.
 - Ensure preparation of briefing, talking notes or speeches for ED, DED or Board Members.
- 5.2 The program manager supports the efforts of the Deputy Executive Director in maintaining and development of NGOF's membership as in the Membership Development Strategy.
- 5.3 The program manager is closely involved in NGOF governance and decision making processes in order to be able to carry out representational duties effectively.

B. OTHERS

Assist the Deputy/Executive Director with other tasks relevant to program PCM and advocacy as required.

C. KEY QUALIFICATIONS

- Masters degree in development economics, development studies, or a related subject with three years relevant experience (NGOs, development, advocacy, management, research), or a Bachelors degree with five years experience
- In-depth knowledge of government and development in Cambodia
- Strong understanding and experience in policy dialogue, debate and advocacy
- Strong experience in Project Cycle Management, Staff management and team building
- Demonstrated ability to develop and maintain a professional network
- Excellent oral and written communication skills in both Khmer and English

D. COMPETENCES REQUIRED

- Leadership and Management
- Strategic Thinking, Analysis and Judgement
- Excellent Communication Skills and Team-player
- Resilient and flexible; able to deliver results on complex issues, under pressure
- Effective in advocacy and negotiations
- Demonstrated commitment to NGOF’s mission, vision and values
- Displays cultural, gender, religion, race, nationality, age sensitivity and adaptability, and child protection policy

E. ACKNOWLEDGEMENT OF JOB DESCRIPTION

Date Assigned to this Position: _____ Date of Next Appraisal: _____

Measures of performance: Tasks as described in the Job Description above in conjunction with the Program’s current Action Plan.

Name: _____ Signature _____ Date _____
(Staff Member)

Name _____ Signature _____ Date _____
(Executive Director)