

## **Announcement Descriptions**

### **Position: Cambodia Field Office Director**

#### *Management*

Ratanak International has been partnering with Cambodians for over 30 years to support those working for freedom, hope and development. We work with and for those who have been exploited, aiming to prevent abuse, protect the vulnerable, and help trafficking survivors to return home, experiencing restoration.

We are looking for a director for our operations in Cambodia, with overall responsibility for managing all our projects and funded partnerships. This is an exciting and challenging role, with responsibility for a team of 80 staff and a wide-ranging program covering both support to individual trafficking survivors and policy development with the Royal Government of Cambodia. If you can offer strong cross cultural and development experience, significant senior management experience, and a passion to see individual lives and systems in Cambodia transformed, we encourage you to apply. You will need to have an empowering and open leadership approach, excellent initiative and influencing skills, and a strong commitment to developing others. In return we can offer you an important role in shaping the support of trafficking survivors in Cambodia. We have a competitive salary and benefits package, and the opportunity to lead a skilled and supportive team.

- Location of work: Phnom Penh, Cambodia
- Hours of work: 40 hours a week.
- Travel requirements: Occasional travel to the provinces (2-3 days per month) and regular overseas travel (1-2 times/year).
- Salary grade: \$3,626 - \$5,026 USD per month
- Additional benefits: 13-month salary, health allowance & health insurance, seniority indemnity pay, dependent's tuition allowance, relocation allowance, meals at workplace, and self-care allowance.

#### **Job purpose and brief**

**Purpose:** To ensure the delivery of high-quality projects through managing effective planning, development and implementation of projects and support services across the organization and with funded partners.

**Brief:** The Cambodia Field Office Director is responsible for managing Cambodian programs and operations effectively. This includes coordinating the drafting and approval of operational plans, overseeing finances, and supporting the development and implementation of guidelines, policies and strategies. They ensure that the Senior leadership team has an active participation in Cambodian operations, and they represent the organization at a national and regional level to a wide variety of stakeholders.

#### **Duties**

- Manage all senior management staff (including program work, finance, HR and systems), providing clear leadership, standards and support.
- Oversee research and environment scanning that provides accurate information on current and future needs with regards to the human trafficking and exploitation situation in Cambodia
- Input into the formulation of program strategy and review as part of the Senior Leadership Team and International Steering Committee.
- Oversee the quality of project frameworks and policy, ensuring that the impact of projects is measured, reported on and responded to with ongoing project development.

- Monitor the quality of project reporting and communication to International Headquarters, ensuring accurate, relevant and timely information is available for fundraising and donor development.
- Review and input into grant proposals and reports ensuring information is accurate and impactful.
- Oversee budget management across the organization, addressing any potential and actual under/overspends and managing these proactively in coordination with the Senior Leadership Team.
- Approve any changes to finance and human resources policies, as well as any changes to project procedures and operational policies, in consultation with relevant Senior Management Team members.
- Represent the organization to funded partners, other external partners and government at the senior level, managing speaking engagements and communication for public events.
- Oversee the timely and effective renewal of government MoUs and other registrations, ensuring the organization is acting within Cambodian legal frameworks, and Canadian legal frameworks where applicable.
- Monitor operational risk, supporting the development of risk assessments and emergency plans and ensuring these plans are implemented when needed.
- Oversee an effective development program for all staff, including ongoing growth in technical expertise and development of leadership skills.
- Ensure that all personal ways of working and those of staff are consistent with the behaviours expected within the organization, giving ongoing direct and indirect input into maintaining key values and culture.
- Lead the Ratanak senior management team, developing immediate and long-term plans related to organizational direction and ensuring the communication of these with all staff.
- Organize and attend team meetings and briefings as needed, including project budgeting, budget review and planning meetings.
- Engage in ongoing personal development relevant to position and organizational needs.

## **Requirements**

### **Experience and knowledge**

#### ***Essential:***

- Degree and/or post-graduate qualification in development, missions, business or other relevant field
- Strong cross cultural leadership experience and international development experience
- At least 7 years experience in management in a relevant sector
- Strong knowledge of international development best practices, trends and challenges
- Fluent in English (equivalent to IELTS Level 6.5 or above)
- Experience of using MS Office suite of programs to communicate and manage information effectively in a range of contexts.
- At least 2 years of active membership in a church community.

#### ***Desired:***

- Experience and knowledge of trafficking and exploitation issues
- Demonstrated understanding of good social work practice
- Working knowledge of Canadian charitable rules and regulations
- Strong knowledge of Cambodian history, culture and customs
- Good understanding of Khmer language

***Attitudes and skills***

- Uses systematic approach to improve client services
- Promotes diversity
- Addresses conflict and strengthens the team
- Assesses and responds to underlying issues
- Develops learning plans and creates opportunities
- Analyses results to improve effective achievement of goals
- Writes at publishable level
- Builds coalitions
- Challenges stakeholders for growth
- Embraces vulnerability
- Inspires commitment to vision
- Shapes long term direction in context of the global environment
- Ensures good stewardship of funds through effective planning and monitoring
- Makes long term plans and strategy to develop workforce
- Conducts benchmarking and research to confirm and develop standards
- Actively develops others and the organization structures to support them

**Application Information**

If the job description above is a good fit for you and you want to apply, we would be delighted to hear from you.

Please email your CV and Cover Letter explaining how you meet the requirements to the email address mentioned in the contact details. Please do not include certificates or other documents at this time.

We value all applications but will only contact those shortlisted for interview.

**Contact Detail**

*Closing date:* October 18, 2023

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