



SILAKA Job Description

Project Manager

As of Aug 8, 2018

Summary Responsibility:

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| Position Title | Project Manager | Over all Responsibilities |
| Responsible to | SILAKA Gender Specialist | S/he is responsible for overall management of Close-Gap project staff and activities, including the management of all Close-Gap staffs, Close-Gap project financial operation, Work plan development and implementation, and communication with all stakeholders. |
| Supervise | All CLOSE Gap staff | |

Monthly salary range: \$1,200 - \$1,400

Detail Tasks:

- *Overall management of the Close-Gap project*
 1. Oversee the overall planning and management of the project activities to meet the project goals and objectives;
 2. Facilitate for team reflection to assure effectiveness and efficiency of project activities;
 3. Supervise staff according to their job assignment and responsibilities;
 4. Initiate and call for regular meeting of relevant to the project committees and supervise the implementation of all decision;
 5. Seek opportunities to expand and strengthen partnership with potential donors;
 6. Initiate the call for project and monitoring of tools including developing the TORs and selection of appropriate consultants to do the tasks;
 7. Facilitate and supervise the development of annual report to donors and to the Executive Director;
 8. Solve problems including both program, projects and staff as they arise;
 9. Monitor the implementation of Close-Gap project plan of activities;

- *Financial Management:*
 1. Oversee the development of budget development and planning for the activities of the Grant and Financial Manager;
 2. Develop and refine policies for grant application and monitoring of sub-grantees of the project;
 3. Oversee the planning and implementation of financial transaction of project activities;
 4. Signatory of project account;

5. Review and supervise the financial transaction and report to donor;
- *Communication with key Government agency, donors and with the public:*
 1. Contact person with key NCDD and MOWA government agencies communication;
 2. Spoke on behalf of SILAKA about the project Close-Gap;
 3. Participate with other relevant CSOS on join initiative and project;
 4. Participate in national and regional platform to discuss on the situation and context of the country;
 5. Monitor SILAKA compliance with the bylaws deposited with the Ministry of Interior and Ministry of Finance;
 6. Women are encouraged to apply; and
 7. Other tasks as requested by SILAKA ED.

Key skills and qualifications:

1. Be a local applicant with at least 4 year experiences as project management in an organization, preferably in the non-profit sector;
2. Has at least a graduate degree or comparable experiences in the field of the social sector;
3. Shown ability and fluent in women rights and advocacy at the national and regional level;
4. Knowledge of the government agencies and women machinery;
5. Show ability to conduct and facilitate project and financial planning;
6. Possess leadership ability to motivate and supervise staff, and facilitate partners' actions to meet project goal;
7. Excellent presentation and communication skills with local community, CSO colleagues' leaders, government agencies and donors' communities and network with regional and global partners;
8. Knowledge on the local financial requirement of donor and government requirement;
9. Ability to consolidate project activities and financial report to SILAKA Executive Director and to the Staff Management Committee; and
10. Fluent in speaking, writing and reading and high quality report writing in Khmer and English; Women are encouraged to apply.