

Job Title : SPSL Project Manager

Accountable to : Executive Director

Job Summary: Overall manage the Strengthening Procurement System at the sub-national Level (SPSL) project. The SPSL project has the aim to improve public governance in Cambodia with transparent public procurement at the commune level, with the involvement from district and provincial authorities. Supervise 02 project officers based in Kampong Thom and Kandal provinces.

Responsibilities:

- A. Writing the concept note and proposal to donor, drafting budget of activities plan;
- B. Facilitate information sharing among members of the Project implementers;
- C. Plan and organize regular monthly meetings of Project implementers;
- D. Do the Bi-weekly report, quarterly report and final narrative report submit to donor;
- E. Organize information and identify key decisions to be made by the organization partners;
- F. Recruit, manage, supervise and support all the staff within the SPSL project;
- G. Identify area of policy and guidelines for operation for partner organizations, to assure compliance in accordance to proper management of resources with transparency and accountability to others partners;
- H. Maintain regular communication with donors, and meet with potential donors;
- I. Facilitate the planning of the project and personal planning for individual staff on a monthly basis;
- J. Build good relationship with all stakeholder s (Authorities, JPMC, private sector...)
- K. Solve any problem which occur in the project in his/ he duties
- L. Oversee the disbursement of fund received from donors and ensure the timely financial report as required;
- M. Ensure of the compliance as in the contract agreement with donors;
- N. Ensure the collection of all activities and financial reports from members on a timely basis;
- O. Ensure proper financial management of the Project according to the leading agency policy and guideline;
- P. Monitor project implementation according to the terms and conditions of as described in the proposal;
- Q. Other tasks as assigned the Executive Director.

Qualifications and Experience:

1. At least graduated from a four year college in communication, planning, development or related area;
2. Have at least 02 years experiences working with NGOs in Cambodia;
3. Has good at planning and organization skills;
4. Have good public presentation and public relation skills;
5. Good communication ability in English, and Khmer language in both Speaking and writing;
6. Good interpersonal relationship with stakeholders;
7. Ability to do report, and develop budget for project activities;
8. Good command in using Ms. Word, Excel, Power Point, email, internet; and
9. Ability to travel to the provinces periodically and work under pressure.

