

## **Vacancy Announcement**

### **Program Manager**

**Konrad-Adenauer-Stiftung (KAS)** has been working in Cambodia since 1994, striving to support the Cambodian people in strengthening democracy, the rule of law and human rights. Thereby, the foundation works towards creating an environment conducive to economic and social development. All programs are conceived and implemented in close cooperation with the Cambodian partners on central and sub-national levels.

KAS is mainly operating in the following fields:

- Administrative Reform and Decentralization
- Strengthening Political Parties and Party Youth
- Parliamentary Reform
- Legal and Political Education
- Media Education and Development
- Foreign Policy and ASEAN Integration

To assist our office in Phnom Penh, KAS is currently seeking a committed and qualified Program Manager to support the implementation of the country program. The chosen candidate will work in close cooperation with the Country Director and the whole KAS team. A one year contract (with possible extension) is offered. The position is to be filled from **1<sup>st</sup> March 2015**.

#### **I. Key duties:**

- Design (conceptualization), budgeting, implementation, monitoring and evaluation and progress reporting of KAS programs and activities in the fields of:
  - Political Parties and Party Youth
  - Political and Legal Education
  - Legal Reforms in the field of Decentralization and Media Reform
  - Improving Local Governance through Capacity Building
- Support and Monitor the implementation of activities of KAS partners (Department for Media and Communication, Club of Cambodian Journalist and Buddhism for Development) and advising the partners on organizational development
- Management of KAS scholarship programs
- Support the implementation of KAS regional and global activities in Cambodia
- Publication management in Khmer language related to the above mentioned fields
- Translation and proofreading of Khmer and English texts/documents
- Assist in organizing workshops/trainings/meetings
- Cooperate with administrative and financial managers for smooth operation and implementation of activities
- Prepare Terms of References for national experts involved in KAS projects
- Prepare and discuss contracts for national experts
- Quality assurance of the work of national experts
- Communication management with experts and all relevant stakeholders from governmental and non-governmental agencies
- Other duties (within individual competence and capacities) necessary to support the activities of KAS, as and when required by the Country Director

#### **II. Minimum Qualification Experience:**

- At least 3-5 years of experience in working in a non-profit sector relevant to KAS area of expertise
- Familiar with professional project cycle management (planning, budgeting/implementation and monitoring and evaluation of activities and programs)
- Master Degree in Law, International Relations, Economics, Political Science or other related fields
- Excellent proficiency in English and Khmer (written and spoken)
- Computer literacy
- Ability to meet deadlines, multitask and work under pressure
- Strong interest and knowledge about Cambodia's state organization, the political system, decentralization and media reform
- Experience in working for an international organization is an advantage
- Very good interpersonal, intercultural and communication skills
- Being reliable and ensure accuracy of work

#### **III. How to apply:**

Please send your cover letter and CV in English to [Hour.Lim@kas.de](mailto:Hour.Lim@kas.de) by 05:00 pm on Thursday, 12<sup>th</sup> of February. Only shortlisted applicants will be invited for an interview.

## Detailed Job Description

Position: Program Manager  
 Location: Konrad-Adenauer-Stiftung (KAS), Phnom Penh

### Roles:

The project manager supports the preparation, implementation and M&E of projects/activities contributing to the achievement of KAS objectives related to the following thematic areas:

- Political Parties and Party Youth Support
- Political and Legal Education
- Legal Reforms in the field of Decentralization and Media Reform
- Improving Local Governance through improved Access to Information

He/She supports and monitors the implementation of activity plans and the institutional strengthening of KAS partners, namely the Department of Media and Communication (DMC), the Club of Cambodian Journalists (CCJ) as well as Buddhism for Development (BFD). In addition he/she is responsible for the management of the KAS Cambodia scholarship programs and for the coordination and support of KAS regional and global activities inside Cambodia in close cooperation with KAS respective country offices.

Responsibilities	Tasks
Program Management	<p><u>Preparation of programs/activities</u></p> <ul style="list-style-type: none"> <li>▪ Supporting the drafting of activity concepts and Terms of References for consultants</li> <li>▪ Coordination and communication with national and international experts and relevant stakeholders</li> <li>▪ Quality control of experts deliverables</li> <li>▪ Prepare estimated budgets for all activities under his/her responsibility in cooperation with the project accountant</li> <li>▪ Prepare research, analysis and presentations in the related thematic areas</li> <li>▪ Prepare M&amp;E tools/frameworks for relevant programs/activities</li> </ul> <p><u>Implementation of programs/activities</u></p> <ul style="list-style-type: none"> <li>▪ Attend events (conferences, workshops, trainings) and assure their smooth implementation through on the spot monitoring</li> <li>▪ Contribute to activities through giving presentations, moderating discussions, preparing thematic papers and analysis</li> </ul> <p><u>Follow up</u></p> <ul style="list-style-type: none"> <li>▪ Follow-up discussions with Country Representative (CR)</li> <li>▪ Prepare Activity Reports</li> <li>▪ Preparing evaluation sheets for all activities over 2500,- Euro</li> <li>▪ Prepare summary reports on evaluation results for the CR</li> <li>▪ Prepare activity reports for the website</li> <li>▪ Contribute to the publication of Country Reports and political analyses</li> </ul>

Meeting Management Translation/Interpretation and Proofreading	<ul style="list-style-type: none"> <li>▪ Translation of short documents, presentations (from English to Khmer), edit (in Khmer) and proofread documents, publications, presentations (in Khmer language) etc. (on request)</li> <li>▪ Interpretation during meetings (if required by CR)</li> <li>▪ Prepare the content, attend and follow up all meetings (Steering Committee, preparatory stakeholder meetings, follow up meetings etc.) under the thematic responsibility and in coordination with CR</li> </ul>
Scholarship Program	<p>Overall scholarship management for applicants for:</p> <ul style="list-style-type: none"> <li>▪ Master Degree in Law (LLM) at National University of Singapore (NUS)</li> <li>▪ Bachelor Degree in Law (BS) at Royal University of Law and Economic (RULE)</li> <li>▪ Master Degree in Journalism (online-on campus) at Atheneo University, Manila, Philippines</li> <li>▪ KAS yearly regional internship program for DMC students</li> <li>▪ Others</li> </ul>
Others	<ul style="list-style-type: none"> <li>▪ Assist in the planning (content design, methodology design, activities, budget, coordination of partners) of EU project proposals in relevant thematic areas</li> </ul>