



Field Director (Cambodia)

Ideal Start Date: In country by mid-January 2015

Reporting to: Director of Survivor Care Support (Global) /Director of Survivor Care (Global)

Salary: \$TBD

Hours: 40-50 per week; some evenings and weekends

Location: Phnom Penh, Cambodia, some travel may be required

Summary

The Field Director is Hope for Justice's senior leadership role and principal representative in Cambodia responsible for ensuring all in-country operations are effectively and efficiently carried out and for developing and maintaining relationships with other non-profits, donors, international agencies, the Government of the Kingdom of Cambodia, and others as appropriate. The Field Director is responsible for consistent and effective management of all programs, staff and operations of Hope for Justice programs in Cambodia.

Find out more about Hope for Justice and our international anti-slavery work at www.hopeforjustice.org

Responsibilities & Duties

Program Management

- Supervises all programming and staff to ensure consistent and effective program development, implementation and maintenance that works within the organization's budgets.
- Responsible for developing strategic programming, planning, monitoring and evaluations with Global Directors of Survivor Care.

Operations Management

- Oversees Operations Directors for Dream Home and Shine Career School, as well as, direct care staff.
- Oversees all operations, construction, and maintenance. Ensures weekly and monthly facilities checks and de-sharpening in conjunction with the Operations Directors.
- Responsible for assisting the Operations Director with all on-the-ground finance documentation.
- Be point person for medical/dental oversight. Ensure appropriate care and follow up take place. Identify gaps in operations and develop sustainable policies and procedures to address these gaps.



Development and Partnership/External Relations

- Promote the Hope for Justice vision, mission and core values among partners in the region.
- Liaise and develop networks with government, non-government, partners and donors promoting an understanding of Hope for Justice's work.
- Provide the Global Directors of Survivor Care with accurate and up-to-date developments and issues in the region, particularly related to advocacy and grant making.
- Develop and support partner relationships in Cambodia with key agencies and organizations that provide support, funding, capacity building, and/or general exposure for Hope for Justice's programs.
- Develop and implement a partnership strategy that proactively engages partners at the local and national level in order to increase Hope for Justice's impact through alliances.

Administration and Human Resources Management

- Act as mentor and leadership trainer for executive staff.
- Handle all in-country human resources issues including oversight of write-ups, hiring and termination, compensation, vacation and sick leave and any other issues that arise.
- Create human resources systems and policies in line with Hope for Justice's mission, vision and core values.
- Oversee all office budget and financial systems and provide all financial reports to the CFO in conjunction with the Operations Directors.
- Oversee all Hope for Justice Interns, fellows and Shine Career School volunteers. Responsible for orientation, on-site supervision and evaluation.
- Recruitment, interviewing, on-boarding and ongoing evaluation for volunteers and paid staff.
- Ensure that human resources policies and practices are in line with the laws of the Kingdom of Cambodia and any applicable US and UK law.
- Create an environment that promotes staff retention and promotion.

Grants Management

- Oversee the development of a system for meeting, tracking, and identifying potential grantees.
- Ensure timely preparation and submission of grant reports.



- Manage all Hope for Justice's grants. Tasks include grant writing, on-time reporting, maintaining donor/foundation relationships, and exploring new funding opportunities.
- Provide updated budgets and/or financial reporting for grant agencies as necessary.
- Work with the Global Directors of Survivor Care to develop and implement donor agreements and proposals for funding for current and proposed projects.

Capacity Building

- Identify specific capacity building and technical assistance needs within Hope for Justice.

Communication and Reporting

- Provide timely and appropriate information about the program to the Directors of Survivor Care to produce our annual report, Project Every Girl blog, and Hope for Justice communications in order to communicate with donors, sponsors, and stakeholders about clients' progress.
- Ensure timely reporting to the various Cambodian ministries for MOUs and other partnership paperwork (MoSAVVY, Education, Foreign Affairs, Interior, etc).

Other duties as assigned by supervisors.

Essential Experience & Education

Education

- Bachelor degree in social sciences, administration, business, public health or related field
- Training, education or in-situ experience in human resources and/or management
- Experience in residential care setting for children

Work Experience and Skills

- 5-10 years administration or management
- 3-5 years human resources and staff development experience
- 1-3 years minimum NGO or non-profit administration
- 3-5 years program development and/or project management

Personal Traits

- Self-motivated, independent worker



- Strong crisis management skills
- Strong decision making and leadership skills
- Excellent communication skills
- Team-oriented

Preferred Experience & Education

- Masters degree in related field
- NGO/Non-profit specific management training experience
- Strategic planning and organizational behaviour coursework, knowledge or in-situ experience
- International administration or management background
- 3-5+ years NGO or non-profit administration
- Experience working with populations who have experienced trauma
- Experience working with adolescents
- Travel or work in Cambodia or Southeast Asia

How to apply:

Send your resume/CV and a covering letter including your full contact details to vacancies@hopeforjustice.org

Please put 'Field Director Cambodia' in the subject line of your email.

DEADLINE: 1st November 2014

(Interviews arranged as soon as applications are received.)