

## **VSO Programme Management Advisor in Cambodia**

### **Primary focus**

This role will provide programme management support and advice to a Cambodian NGO called the Cambodian Rural Development Team (CRDT) in the development and implementation of a programme providing Technical Vocational Education and Training (TVET) to poor, young Cambodians.

The Programme Management Advisor will develop the capacity of CRDT staff in the design and delivery of this large, complex, multi-stakeholder programme.

### **Main duties and responsibilities**

- Provide advice on project design and implementation, including identifying objectives and outcomes, defining timeframes and milestones, identifying key dependencies and risks, and monitoring and evaluating projects.
- Build linkages and coordinate with relevant stakeholders both at local and national level.
- Identify and implement strategies for building an effective, diverse and dispersed team
- Develop a framework for monitoring and evaluating the CRDT component of the Skills Development Project (SDP).
- Active participation in monitoring and evaluation of the programme is required.

### **Appointment method**

Shortlisted candidates will have online panel interviews.

### **Period of appointment**

From 1st May 2016 for 24 months. Shorter appointments or extensions may be possible.

### **Training**

Online managed self-briefing, residential weekend and pre-departure orientation including language training. In country-training on arrival to orientate to Cambodian context.

### **Person specification**

#### **Essential**

- 3-5 years of experience in project/ programme management, with at least 2 years as a project manager and 2 years as a programme manager or in a programme management office (PMO).
- Demonstrated ability in project and programme monitoring and evaluation.
- Experience in managing diverse stakeholders and building effective teams.
- Excellent interpersonal, mentoring, facilitation and communication skills.
- Demonstrated resilience, flexibility, adaptability and cultural sensitivity.
- Proficiency in IT – use of Word and Excel and Power Point.

All applicants must possess strong written and spoken English language skills.

#### **Desirable**

- A qualification in project/programme management.
- Understanding and experience of Technical Vocational Education and Training.
- Previous experience of capacity development.
- Experience working in a NGO level (local, national or international).

**Additional information**

Richard Davis MIET is currently the VSO Management Advisor at CRDT in Cambodia and would be happy to talk to anyone thinking of applying for this role.

Richard can be contacted at [richard.davis@crdt.org.kh](mailto:richard.davis@crdt.org.kh), Skype: richard.burn.davis, telephone: +855 77 385003.

**Location**

The role will be based in Kratie Town on the Mekong River, 350km by road from Phnom Penh.

**Time commitment**

The role is a full-time role.

**Number of roles available**

One

**Closing date**

13th February 2016. The deadline will be extended if no suitable candidates come forward this quickly.

**Applications**

Applications should be made through Voluntary Service Overseas (VSO) via the VSO professional vacancies website at

<http://www.vsointernational.org/volunteer/professional/professional-vacancies>

Published January 2016