
Project Manager - Embedding Mentoring

About SeeBeyondBorders

SeeBeyondBorders' primary focus is to improve education standards in Cambodia, providing children with access to quality teaching and learning at school. SeeBeyondBorders is a registered charity in Australia and the UK and operates as a registered international non-government organisation in Cambodia. Operating in two provinces in Cambodia, SeeBeyondBorders conducts programs to teach teachers, engage parents and communities to support and encourage their children to get to school. In the work we do in schools and in the way we run the organisation, our aim is to build capability within Cambodia so that ultimately SeeBeyondBorders becomes the professional development provider of choice.

Our primary focus is in the rural areas of Battambang and Siem Reap provinces. In each area, our Quality Teaching programs form the lead initiative and are supported by our Community Engagement, Strengthening Support and Systemic Capability programs according to individual school development plans, community needs, and systemic requirements.

SeeBeyondBorders is a child and vulnerable people safe organisation, committed to protecting the rights of children and vulnerable people.

Overview of the Position

The Project Manager will work directly with the SeeBeyondBorders' Program Team to plan, implement and monitor the Embedding Mentoring Project.

This Project aims to build sustainability of the mentoring program at a systemic level. In the Embedding Mentoring Project the District Office of Education (Ek Phnom) takes responsibility for the ongoing mentoring and professional development for all staff within their schools, including induction and skills training for new teachers within their schools.

The Project is targeted to build the capacity of the DOE in order for them to continue the mentor program and to build a sustainable program that will run without the support of SeeBeyondBorders. The teachers, mentors and senior mentors will continue to receive professional development from their government.

SeeBeyondBorders aims to improve the skills of the DOE through collective efficacy and capacity for delivering the program independently in order to improve quality teaching.

The Project Manager will:

- Implement projects according to project plan, delivering against project milestones while monitoring and evaluating progress, making adjustments as necessary to ensure the successful completion of the project
- Facilitate a motivated, supportive, ethical workplace culture whilst supervising the team to work together in the most efficient manner
- Develop and manage relationships with key stakeholders including community, departments of government and educational institutions.

Employment Type	Full Time
Location	Battambang, Cambodia with occasional travel within Cambodia
Accountable to	Operations Manager
Hours	40 hours per week with scheduled Cambodian public holidays together with 18 days of annual leave per annum, accessible on a pro-rata pre-approved basis. Occasional weekend work may be required with time off in lieu.
Salary	USD \$500 per month plus benefits
Start Date	October 2020
Required Qualifications and experience	<ul style="list-style-type: none"> - Strong familiarity with project management software tools, methodologies, and best practices - Experience managing project budgets and seeing projects through their full life cycle - Excellent reporting and analytical skills - Strong interpersonal skills and extremely resourceful - Proven ability to complete projects according to outlined scope, budget, and timeline - Project management experience - Previous experience working with vulnerable communities - Good negotiation and motivational skills - Good English and fluent Khmer, written and spoken
Personal Characteristics:	<ul style="list-style-type: none"> - High level of initiative, a self-starter, capable of working unsupervised - Results-oriented manager with an heart for better outcomes for Cambodians - keen to develop the skills of others to help achieve those results - Team player, willing to work hard and set an example to colleagues at all levels of the organisation - Respected and respectful with a high level of honesty and integrity - Innovative and creative attitude to change and improvements with a willingness to share ideas and identify opportunities for improvement - People-centric and capable of building and maintaining trusted relationships - Able to communicate and collaborate with colleagues and partners - Strength and courage to challenge staff and management in respect of matters of compliance
Responsibility for Values	<p>Active commitment to the SeeBeyondBorders Development Philosophy and values;</p> <ul style="list-style-type: none"> - Changemaker Competency Integrity Courage Respect

Tasks and Responsibilities

- Create and maintain comprehensive project documentation from logframes and monthly reports to meeting documents, resources and templates.
- Provide project updates to the program managers, leadership team and the broader SeeBeyondBorders staff
- Review and evaluate the project and create detailed reports for donors, program managers and the leadership team.
- Ensure the project is inclusive as well as aligned with the child protection and safeguarding policies
- Lead project planning sessions, develop a detailed project plan and monitor and track progress
- Manage the progress of the project and adapt the work plan as required, ensuring the project meets deadlines
- Prepare budget plans, monitor the financial process and track project costs
- Design and perform risk management of the project to minimise risks
- Collect, prepare and analyse data to track and monitor projects goals, indicators, outcomes and outputs of the project
- Manage relationships and agreements with stakeholders through effective communication and negotiation
- Coordinate project team staff, delegate project tasks and scheduling
- Undertake Performance Planning Reviews with each team member on an annual basis
- Work collaboratively to identify opportunities and challenges and lead agreed solutions.
- Ensure monthly reports, six monthly and annual reports are produced on time.

Applications

Applications addressing the specific requirements in this Job Description should be submitted by email to hr.cambodia@seebeyondborders.org

More information and enquiries

Enquiries about this role, or about the SeeBeyondBorders organisation should be directed initially to hr.cambodia@seebeyondborders.org

Further information about SeeBeyondBorders is available at

- Web : www.seebeyondborders.org
- Facebook : www.facebook.com/SeeBeyondBorders
- Blog : seebeyondborders.wordpress.com
- Twitter : www.twitter.com/seebeyondborder

The successful candidate will be offered the role subject to a Working with Children Check and acceptable references. You will also be asked to sign our Vulnerable Persons (including children) Protection Policy and our Code of Conduct.

SeeBeyondBorders is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, colour, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local country protected class.