

OUR VISION: A generation of Cambodian children empowered by education.
OUR MISSION: To provide access to quality teaching and learning at school.

Job Description

JOB TITLE	District Manager
ACCOUNTABLE TO	General Manager Programs
LINE MANAGEMENT	Senior Teaching Development Officer, Teaching Development Officer
LOCATION	Srei Snom District
OPEN TO	Cambodian Applications
EMPLOYMENT TYPE	Full Time
SALARY	Negotiable
DEADLINE	10th September 2023
START DATE	1st November 2023

About SeeBeyondBorders

SeeBeyondBorders is a UNESCO award-winning international non-government organisation, which is registered in Cambodia and operates in rural locations in Battambang and Siem Reap Province. The organisation is supported by an alliance of registered charities in Australia, the UK and Ireland.

SeeBeyondBorders' aim is to build capability within Cambodian education policy-making, leadership, mentoring, and training so that teachers are equipped and motivated to provide quality education to children. We are committed to supporting systemic change whereby educators are proud to work in the teaching profession and are highly respected by parents, their communities and their peers. To this end, SeeBeyondBorders conducts programs to mentor education leaders, upskill teachers, engage parents and communities and develop resources that together can enable delivery of quality education to schoolchildren.

Our Quality Teaching and Communities of Practice programs form the lead initiatives and are supported by our Shared Services platform which enables all of our work. We seek to embed all of our work at school, district, provincial and national levels.

About the Applicant

Qualifications, skills and experience – ESSENTIAL	<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
Qualifications, skills and experience –	<ul style="list-style-type: none"> - Knowledge or experience in the education sector - Experience working with development programs within an NGO

DESIRABLE	- Experience working with a range of public and NGO sector stakeholders
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

The role

- The District Manager will work with the **Learning Together School** project team to plan, implement, monitor, and evaluate the project. Lead the team to support teachers, school leaders to improve the quality of teaching and leadership through enhancing the community of practice at schools and district level to ensure the project meets the project goal and outcome.
- Engage with all various external stakeholders such as teachers, school principals, district office and education (DoE), district governor to ensure a smooth collaboration.
- Provide a good leadership and management to all project team to ensure the high productivity of project results

Responsibilities (R) and Tasks (T)

Project Management and Delivery

- Create and maintain comprehensive project documentation from logframes and monthly reports to meeting documents, resources and templates.
- Leading to conduct feasibility studies to new development areas and assist in developing the concepts note and project framework and budgeting
- Design and perform risk management of the project to minimise risks
- Ensure all required External and Internal reports are produced on time.
- Provide project updates to General Manager Programs leadership team and the broader SeeBeyondBorders staff
- Review and evaluate the project and create detailed reports for donors, and the leadership team.
- Collect, prepare and analyse data to track and monitor projects goals, indicators, outcomes and outputs of the project
- 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
- Take lead and build the **Learning Together School** team to ensure the effective of project management
- Prepare budget plans, monitor the financial process and track project costs
- Coordinate project team staff, delegate project tasks and scheduling
- Work collaboratively to identify opportunities and challenges and lead agreed solutions.
- Coordinate the community of practice to be happening
- Oversee the quality of workshop, meetings and key event for the program
- Ensure the community of practice (COP) among school principals, mentors, master mentors and teachers happens at school and regularly to promote the quality of teaching and learning.
- Working with team to ensure the mentoring happen at school with high quality result and target

R2: Staffing Management and leadership

- Create good team building and promote a positive working environment and wellbeing with staff regularly to reach the organisational standard.
- Undertake Performance Planning Reviews with each team member on a six monthly basis.
- Conduct regularly meeting with the project team in order to reflect results, challenging and deal with all those arising with the team positively.
- Coordinate the community practice meeting within staff regularly

R3: Stakeholder Engagement and Office Management

- Oversee and manage the office expenses such as electric, water, waste collection and other expenses to comply with local government and other requirements
- Manage relationships and agreements with stakeholders through effective communication and negotiation.
- Ensure stakeholders understand the vision, mission of SeeBeyondBorders and project's goal and outcome and quality standard.
- Responsible for developing project agreement with schools, DoE to ensure accountability and transparency.
- Conduct regular stakeholder meeting especially with District office of education and district governor to update the project results and seeking the intervention from stakeholder
- Coordinate or logistic any visitors and donors within the district to ensure the understanding of education context within the district level.
- Build the banding and trust to all various stakeholders.

Working at SeeBeyondBorders

The regular working week is 40 hours. Leave entitlements include 18 days' annual leave, accessible on a pro-rata, pre-approved basis, up to 10 days sick leave, and scheduled Cambodian public holidays. Occasional weekend work may be required with time off in lieu.

SeeBeyondBorders is committed to protecting the rights of children and vulnerable people. 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 Child and Vulnerable People 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.

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

Twitter : www.twitter.com/seebeyondborder