



Job Description:	ICS Project Director	Responsible to:	Country Director
No. of direct reports:	2 Provincial Managers, 1 Grant and Accounting Specialist, 1 People and Resourcing Specialist, 1 International Technical Advisor	Location:	Phnom Penh, Cambodia (with 30% travel to project sites)
Job purpose:	The ICS Project Director (IPD) is responsible for ensuring the smooth transition of the ICS project into a standalone structure and growth from 4 projects to 6 projects. This includes management of all project activities, recruitment of volunteers, recruitment of new staff and ensuring compliance across all finance and administrative tasks. In addition to inception activities, the IPD will manage the full Project Delivery Team ensuring the effective delivery of project outcomes, timely resourcing and training of volunteers and ensure quality and accurate financial reporting and ensuring project teams deliver activities within specified budget. The IPD is accountable for writing and submitting reports in a timely manner, being the main focal point for UK CMU, regional and global teams on youth programming.		

Responsibilities	Skills, Knowledge and Experience required
<p>ICS project delivery and management</p> <ul style="list-style-type: none"> Oversee the implementation of VSO's ICS project and ensure that annual targets for delivery and quality standards are met. Assess, negotiate, maintain and review all project partnerships following partnership guidance and processes. Lead and provide day-to-day technical guidance and oversight to the PDT, including programmatic monitoring, ensuring quality and timeliness of all activities Oversee management of operational systems for the efficient and effective operations of the ICS PDT, in line with VSO's policies Regularly monitor and measure the evidence of outputs, outcomes and positive impact, and produce timely progress reports. Ensure all project learnings are effectively captured and shared with team members, volunteers, partners and with VSO. Ensure quality and effective visibility of the project, following CO KPIs as a minimum standard Ensure compliance against all ICS protocols and lead annual self-auditing 	<p>Essential</p> <p>At least 8 years' professional experience of working with NGOs or donor agency with strong project management experience in a complex project design and implementation arrangement.</p> <p>Clear understanding of and ability to articulate the role of youth volunteering in development in particular in address issues of social exclusion for youth people and youth employment.</p> <p>A proven experience in leading a high performing team of staff and volunteers.</p> <p>Relevant bachelor's degree from a reputable university, master's degree preferred</p> <p>Project Management Excellent understanding of project cycle management tools to ensure effective planning, resourcing, implementation and review of programmes and experience of organizational assessment, planning and review tools and processes.</p> <p>Budget Management Proven ability to develop, monitor and manage budgets and oversee accounting procedures.</p>

- Develop and implement annual procurement plan following procurement policies and procedures.

Budget and financial management

- Effectively manage donor grants allocated to project, ensuring appropriate reporting in place.
- Ensure that project resources are used efficiently and effectively to meet project objectives.
- Ensure that VSO is fully compliant with relevant VSO, donors and government regulations
- Forecast, manage and monitor the project budgets and expenditure according to plan, funding agreement and VSO financial policies, procedure and guideline.
- Monitor and facilitate progress report and financial report from volunteers and partners.

People Resourcing

- Ensure timely and effective recruitment, selection and pre and post training for the National Volunteers, reaching recruitment delivery targets
- Ensure jobsience records are accurate and update in a timely manner
- Ensure compliance with data protection privacy impact policies
- Oversee ongoing engagement of national volunteers through action at home projects and alumni engagement activities.

Volunteer training, learning and support

- Ensure all volunteers receive relevant and effective training and support throughout their placement.
- Compliment the PDT to maximise volunteer learning and team building through programme design, volunteer training, and support.
- Address volunteer behavioural issues and support the team to manage disciplinary action.
- Maintain a partnership culture between primary actors, staff, volunteers and partners, including feedback mechanisms and adherence to VSO standards.

Team Management and Support

- Establish, lead and manage a high performing programme team with a culture of coaching and People First principles embedded
- Manage direct line reports within a clear performance management framework, and to facilitate their individual development plans in order to optimize team performance.
- Train, support and supervise project team to enable their own professional and personal development and maximise their performance leading the team.

People Resourcing

Experience of developing and implementing recruitment strategies in order to meet delivery targets. Ability to manage HR processes, follow polices and ensure compliance

Partnership Management

Experience developing and working with both community-based and strategic partners to achieve shared goals. Ability to follow defined processes for assessing and managing partners.

Monitoring and Evaluation and Reporting

Experience in managing donor support, compliance and reporting (preparing compelling, high quality documentation and report (progress and budgets reports etc.) for different donor types. Experience of developing M&E frameworks and using monitoring and evaluation tools and processes

Youth Work

Proven experience of working with and providing support to 18-25 year olds from a wide range of backgrounds with proven ability to facilitate learning in a *non-formal* environment.

Cross-Cultural Working

Direct and substantial experience of working cross-culturally and able to communicate to a range of audiences and promote sharing and learning between cultures.

Planning and Organising

Able to develop clear and realistic plans to deliver agreed objectives within deadlines, involving key individuals in the planning process.

Volunteer management

Experience managing volunteers, preferably youth volunteers and clear understanding of possible issues which could arise. Ability to manage volunteers effectively to maximize impact and volunteer learning.

International Development

Knowledge of issues which are common to communities in developing countries, possibly achieved through working or living in a developing country. Experience of promoting learning about development issues.

Communication

Possession of strong verbal communication to work effectively and inclusively with an overseas colleague. Strong written communication skills needed for writing reports. English and Khmer written and spoken language required.

Supervision

Safety, Security and Emergencies

- Ensure responsibility for duty of care and safety and security of volunteers and staff and deal with any emergencies that might arise.
- Ensure integration of safety and security procedures, including timely reporting of incidents, host home risk assessments and ensure all defined procedures are followed.

Other Duties

- Ensure that policies on child protection, and anti-corruption are adhered to in relation to work with different stakeholders as well as within VSO Cambodia.
- Assist in emergencies relating to ICS volunteers as required, working closely with the Country Director and other team members.
- Hold the emergency phone on a rotational basis
- Fulfill other appropriate level responsibilities as defined by the line manager from time to time.

Significant experience of working in a supervisory role. Proven ability to promote self-awareness, learning and development among individuals.

Desirable**Programme/project Planning,**

Experience of designing and evaluating youth programmes in an international context.

Able to travel

Able to travel and work long hours, including work away from the home base for up to 50% of time, both within the country and occasionally internationally and some weekend and evening work.