

OUR VISION: Cambodian children empowered by education
OUR MISSION: To enable quality teaching and learning at school

Job Description

JOB TITLE	Reorganisation and MEAL Consultant
ACCOUNTABLE TO	Managing Director
LOCATION	Siem Reap Office
OPEN TO	National and international Cambodia based applicants
EMPLOYMENT TYPE	Part time, Fixed Duration Contract (6 months)
SALARY	Based on experience or negotiable
DEADLINE	30/08/2024
START DATE	As soon as possible

About SeeBeyondBorders

SeeBeyondBorders is a UNESCO award-winning foreign non-government organisation, which is registered in Cambodia and operates in rural locations in Battambang and Siem Reap Provinces. The organisation is supported by a network of registered development organisations 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 Transform Education 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"> - Relevant degree level qualification in international development or other related fields. - Minimum 5 years successful experience working in similar position with an NGO (local or international) - Knowledge of the policies, regulations, reporting formats, and cultures of institutional donors e.g. ANCP - Demonstrated knowledge of Monitoring, Evaluation, Accountability and Learning (MEAL) - Leadership experience in development of MEAL systems
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	<ul style="list-style-type: none"> - High level of understanding of Cambodian culture and laws. - Complete fluency in written and spoken English.
Responsibility for Values	<p>Active commitment to the SeeBeyondBorders Development Philosophy and values;</p> <ul style="list-style-type: none"> - Respect Integrity Competency Courage Changemaker

The role

The consultant will provide support to the Cambodian Senior Leadership Team during this period of transition as the organisation localises and expands.

Responsibilities (R) and Tasks (T)

R1: Reorganisation and Localisation

- Support Managing Director in ensuring effective Cambodian Governance Structure (Review of the Cambodian Board Manual, Review the draft LNGO Constitution, Establish Terms of Reference for new Finance, Audit and Risk Committee, Support in the recruitment and establishment of Cambodian board)
- Review LNGO policies as requested
- Review bilateral MoAs between LNGO and the SBB International Development Organisations in Australia, the UK and Ireland

R2: Monitoring, Evaluation and Learning

- Review results framework for our flagship program Transform Education
- Support program design lead in the development of an effective monitoring plan for Transform Education. This should identify indicators and include baseline values and targets for expected outcomes and should specify the measures of achievement
- Review and/or develop templates for project reporting
- Support development of organisational scorecard to map progress against revised strategic plan
- Support in the review and evaluation of current projects
- Support the SBB research function

AdHoc

- Review Terms of Reference for Cambodian Senior Leadership Team
- Provide ad hoc support to Managing Director, CEO-IO and wider Senior Leadership Team

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