

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

Job Description

JOB TITLE	Project Manager-Leadership in Learning
ACCOUNTABLE TO	Senior Project Manager
LINE MANAGEMENT	Nil
LOCATION	Siem Reap Province with travelling to other project areas in Siem Reap and Battambang provinces occasionally
OPEN TO	Cambodian Applicants
EMPLOYMENT TYPE	Full Time, Unspecified Duration Contract (UDC)
SALARY	Based on experience and qualifications
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. From January 2025, SeeBeyondBorders will operate as an independent Cambodian registered NGO, known as StudyBeyondBorders. StudyBeyondBorders will continue to implement active programs in Battambang and Siem Reap provinces, with ongoing support from the network of SeeBeyondBorders organisations around the world.

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"> - Strong familiarity with project management software tools, methodologies, and practices - Experience managing programs and seeing programs through their full life cycle
--	---

	<ul style="list-style-type: none"> - Excellent reporting and analytical skills - Knowledge of data software and ability to organise and visualise data - Knowledge of evaluation methodologies and data collection and analysis methodologies - 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 - Good leadership skills
Qualifications, skills and experience – DESIRABLE	<ul style="list-style-type: none"> - Knowledge or experience in the education sector - Experience working with development programs within an NGO - 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"> - Respect Integrity Competency Courage Changemaker

The role

Project Manager-Leadership in Learning will be responsible for the project design and framework, developing the resource to ensure inspiration of school leaders through collaboration with the expertise of the local and international team, implementation monitoring and evaluation.

Responsibilities (R) and Tasks (T)

R1: Project Management

- Lead project planning, 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
- Create and maintain comprehensive project documentation, resources and templates
- Provide project updates to the Senior Project Manager, General Manager Programs/ Managing Director, leadership team and the broader SeeBeyondBorders staff
- Review and evaluate the project and provide input to District Managers and the leadership team to generate detailed reports for donors.
- Ensure the project is inclusive, climate responsive as well as aligned with the child protection and safeguarding policies
- Support District Managers to prepare budget plans, monitor the financial process and track project costs against budget plan
- 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 and take lead in doing the project review
- Work collaboratively to identify opportunities and challenges and lead agreed solutions
- Engage the education team to do reflection regularly on project implementation
- Professionally represent the organisation to a variety of external bodies including the Ministry of Education and other NGOs

R2: Educational Resource Development

- Work with Education Team to revise and create leadership modules and associated resources for building capacity of school leaders
- Manage the organisation of resources (module content, materials) necessary for effective workshops and reflective meetings of school leaders, DOE and staff
- Lead the preparation and delivery of training sessions (CPD) to school leaders and teachers outside of the classroom (including organisation of training sessions and materials)
- Lead the development of resources to ensure that school leaders are equipped to determine, initiate, and lead Communities of Practice (CoP) activities and events

R3: Training Delivery and Field Work Coordination

- Organise training for SBB team and master mentors to build their capability of implementing the project in an effective and sustainable way
- Co-Facilitate the delivery of smooth, efficient and high-quality workshops
- Actively engage with education team to gain an understanding of quality teaching and learning and specific support teachers may need from their school leader and community
- Liaise positively and effectively with school principal, DOE, community and other stakeholders regarding progress of the program and logistical issues
- Assist with the evaluation of school leaders and offer feedback to leaders regarding areas of strength and weakness
- Engage school principals to run community meetings in the target schools and share the results with the community at the end of the project

- Collect all relevant data for projects regularly based on project required
- Coordinate with the SBB project implementing team and school leaders to develop and apply self- and school- improvement plans, which enhance delivery of quality education
- Proactively promote the culture of empowerment so school leaders are equipped to champion the pursuit of enhanced educational outcomes for children in communities

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