

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

Job Description

JOB TITLE	Project Manager-Literacy
ACCOUNTABLE TO	Senior Project Manager
LINE MANAGEMENT	Nil
LOCATION	Kralanh District, Siem Reap Province with occasional travel within Cambodia
OPEN TO	Cambodian Applicants
EMPLOYMENT TYPE	Full Time, Unspecified Duration Contract (UDC)
SALARY	Based on experience and qualifications
START DATE	02nd January 2025

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 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
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	<ul style="list-style-type: none"> - 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 - Ability to work closely with a teacher
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 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-Literacy Teacher Mentoring will lead the Literacy Team to plan, develop resources, implement, monitor and support teachers implementing the Literacy Project.

The Project Manager- Literacy Teacher Mentoring will work closely with the SeeBeyondBorders education staff to:

- To improve the quality of literacy teaching and learning at the target schools
- Lead, implement and monitor the SeeBeyondBorders' Literacy Project in accordance with the goals of the project
- Engage with local education authorities to develop teacher skills and improve learning outcomes for children in the target schools

Responsibilities (R) and Tasks (T)

R1: Management of the project design and implementation

- Lead project planning, develop a detailed project plan and monitor and track progress
- Take lead and build the literacy team to ensure the effective of project management and delivery
- Create and maintain comprehensive project documentation, resources and templates
- Review and evaluate the project and create detailed reports for donors, program managers and the leadership team
- 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
- Manage the progress of the project and adapt the work plan as required, ensuring the project meets deadlines
- Assist Districts Manager to ensure bi- monthly reports, six-monthly and annual reports are produced on time and efficiency
- 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
- Provide project updates to the Senior Project Manager, Districts Manager, General Manager Programs/ Managing Director, leadership team and the broader SeeBeyondBorders staff

R2: Management of resource development for the project

- Identify need in resource development and work with the resource development team to produce them
- Seek feedback from teachers and mentors regarding the resource effectiveness
- Support Teaching Development Officers to organise resources (planners and materials) on a weekly/monthly basis for distribution to teachers in classrooms together with the Education Team
- Develop and organise resources for training SBB staff and participating teachers/mentors
- Ensure the project is inclusive as well as aligned with the child protection and safeguarding policies

R3: Technical Training and Field Work Coordination

- Co-Facilitate the delivery of smooth, efficient and high-quality workshops
- Lead the preparation and delivery of training sessions (CPD) to teachers outside of the classroom (including organisation of training sessions and materials)
- Report on and provide feedback on teacher performance to the SeeBeyondBorders Education Team
- Build the relationships and agreements with stakeholders through effective communication and negotiation

- Provide input to Districts Manager to undertake Performance Planning Reviews with relevant team members on an six month and annual basis
- Work collaboratively to identify opportunities and challenges and lead agreed solutions
- Actively engage with Teaching Development Officers and education team to gain an understanding of specific teaching and learning literacy strategies and associated teacher skills
- Liaise positively and effectively with school principal, DOE, community and other stakeholders regarding progress of the project and logistical issues
- Visit teachers/classrooms with SBB team and master mentors to offer support, to help organise and to assist with the implementation of the SeeBeyondBorders literacy program including Team Teaching and coaching teachers in-class in specific teaching and learning literacy strategies
- Assist with the evaluation of teacher/mentors performance (Teacher skill scale) and offer feedback to teachers regarding areas of strength and weakness
- Report on and provide feedback on teacher/student performance to SeeBeyondBorders Education Team
- Engage school principals to run community meetings in the target schools and share the results with the community at the end of the project
- Coordinate to do student assessment at target schools based on the program requirement
- Collect all relevant data for projects regularly based on project required

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