

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

Job Description

JOB TITLE	District Manager
ACCOUNTABLE TO	General Manager Programs
LINE MANAGEMENT	Teaching Development Officers
LOCATION	Kralanh Office with regular travels to the program area in Srei Snam District in Siem Reap Province, and other offices
OPEN TO	Cambodian Applicants (Internal SBBC and External)
EMPLOYMENT TYPE	Full Time, Unspecified Duration Contract
SALARY	Based on experience and qualifications with negotiation
START DATE	01st July 2025

About StudyBeyondBorders in Cambodia (SBBC)

SBBC is a non-government organisation registered in Cambodia that operates in rural locations in Battambang and Siem Reap Provinces. In July 2025, SBBC will start a new program in Oddar Meanchey province. The organisation is supported by a network of registered development organisations in Australia, the UK, and Ireland.

SBBC's 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, SBBC 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 **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 our work at school, district, provincial and national levels.

About the Applicant

Qualifications, skills and experience – ESSENTIAL	<ul style="list-style-type: none"> - Bachelor's degree in management, education or equivalent - Experience managing project budgets and overseeing projects through their full life cycle - Excellent reporting and analytical skills - Proven ability to complete projects according to outlined scope, budget, and timeline - Previous experience working with vulnerable communities
--	--

	<ul style="list-style-type: none"> - Strong interpersonal skills, good negotiation and motivational skills - Good English and fluent Khmer, written and spoken
Qualifications, skills and experience – DESIRABLE	<ul style="list-style-type: none"> - Master in Education, management or equivalent - Strong familiarity with program management software tools, methodologies, and best practices - 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 SBBC's Development Philosophy and values;</p> <ul style="list-style-type: none"> - Respect Integrity Competency Courage Changemaker

The role

The District Manager will work with the **Transform Education Program** team to plan, implement, monitor, and evaluate the program in the responsible district.

- Lead the team to support teachers and school leaders in improving the quality of teaching and leadership by enhancing the community of practice at the district level to ensure the program meets its goal and outcomes.
- Engage with all various external stakeholders such as teachers, school principals, the district office and the education (DOE), district governor to ensure a smooth collaboration.
- Provide good leadership and management to the program team to ensure the high productivity of project results.

Responsibilities (R) and Tasks (T)

R1: Program Management and Delivery

- Develop regular program reports on time and of high quality, acceptable to the SBBC senior leadership team.
- Lead project planning by developing a detailed project's operational plan, monitoring and tracking the progress and monitoring the risk of the project to mitigate the risks.
- Coordinate with the programs team to ensure the activities' delivery at the district level runs smoothly to meet the expected outcome and the program's goal.
- Ensure the program is inclusive, environmentally friendly and safe, and that the child protection and safeguarding policies and procedures are in practice.
- Oversee the quality of workshops, meetings and key events for the program and work collaboratively to identify opportunities and challenges and lead agreed solutions.
- Ensure the communities of practice (CoP) among school principals, mentors, master mentors and teachers happen regularly to promote the quality of teaching and learning and documents for sharing.

R2: Project Design and Resource Development

- With support from Program Design and MEAL Lead, design the **Teacher Development Centre (TDC)** project with structured documentation outlining the entire project cycle, such as the project logic model, result framework, work plan, and budget.
- Coordinate with stakeholders to develop the TDC project resources, such as the TDC's vision, mission, strategic plan, operational manual, management committee's terms of reference, and key manual documents, to ensure the Teacher Development Centre is well-managed and promotes local-led efforts and sustainability.
- Create the necessary tools to ensure the TDC is well-equipped and functional.
- Create and maintain a system to monitor the progress of the events, workshops, and other feedback from beneficiaries for further development.

R3: Staff Management and Leadership

- Build good teams and regularly promote a positive working environment and well-being with staff to reach the organisational standard.
- Undertake Performance Planning Reviews with each team member on a six-month basis.
- Conduct regular meetings with the program team to reflect on results and challenges, and coordinate with the team to deal with all those that arise.
- Liaise with project managers and coordinate the schedule for project activities within the program to ensure a smooth and productive operation.
- Support the Monitoring, Evaluation and Learning (MEAL) team in collecting, preparing, and analysing data to track and monitor the project's goals, indicators, outcomes, and outputs.
- Participate in the staff annual performance appraisal process, the outcome of which may result in an annual pay review.

R4: Stakeholder Engagement and Office Management

- Oversee and manage the office expenses such as electricity, 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 SBBC and the program's goal, outcomes and quality standards.

- Responsible for developing project agreement with schools, District Administration to ensure accountability and transparency.
- Conduct regular stakeholder meetings, especially with the District Office of Education (DOE) and the district governor, to update the program's results and seek stakeholder support.

Working at SBBC

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.

SBBC 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.

SBBC is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, colour, disability, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran or any other federal, state or local protected class.

Applications

All applicants must put a standard statement in their letter of application: 'I declare that I (have/have never) been charged with child exploitation or abuse offences. The charges against me were.....and the results were.....'.

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 SBBC organisation should be directed initially to hr.cambodia@seebeyondborders.org

Further information about SBBC is available at

Web : www.seebeyondborders.org

Facebook : www.facebook.com/SeeBeyondBorders

Twitter : www.twitter.com/seebeyondborders