

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

Job Description

JOB TITLE	Senior Project Manager for EPIC Alliance
ACCOUNTABLE TO	Program Design and MEAL Lead
LINE MANAGEMENT	Nil
LOCATION	Siem Reap Province with some remote work
EMPLOYMENT TYPE	Full-time, 1 Year Fixed Duration Contract, with potential extension
START DATE	15 October 2025

About StudyBeyondBorders in Cambodia (SBBC)

SBBC is a non-government organisation which is registered in Cambodia and operates in rural locations in Battambang, Oddar Meanchey and Siem Reap Provinces. 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 projects 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 is 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"> - Master's degree in Education, or a related field - Experience coordinating with multiple stakeholders (Government ministries, NGOs, and universities). - Demonstrated experience managing research projects from inception to dissemination. - Proven knowledge of Cambodia's education system, including MoEYS structure, national curricula, primary education policies, and ongoing reform initiatives. - Awareness of rural-urban disparities, access to quality schooling, and challenges in primary education. - Proven skills in data privacy, child protection, and ethical considerations in education research within Cambodia.
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	<ul style="list-style-type: none"> - Excellence in Khmer and English proficiencies
Qualifications, skills and experience – DESIRABLE	<ul style="list-style-type: none"> - Master's degree in Education - Experience in leading research, preparing materials for article publication, and organising international conferences. - Familiarity with the context of the Cambodian primary education system and policies.
Personal Characteristics	<ul style="list-style-type: none"> - <u>Passion for Education</u>: A strong commitment to improving education and fostering student success. - <u>Open-mindedness</u>: Willingness to consider new ideas, approaches, and feedback from various stakeholders to continuously improve the education outcomes. - <u>Attention to Detail</u>: Careful consideration of all aspects of education resources development, ensuring accuracy and alignment with educational standards. - <u>Curiosity</u>: A desire to learn and explore new educational practices, technologies, and methods to enhance teaching effectiveness.
Respect for SBBC Values	<p>Active commitment to the SBBC Development Philosophy and values:</p> <ul style="list-style-type: none"> - Respect Integrity Competency Courage Changemaker

The role

The EPIC Alliance is a long-term academic and practitioner partnership that brings together expertise from Cambodia and Ireland with the goal of strengthening education in Cambodia. The current EPIC Alliance Project will support an initial suite of 3 collaborative research projects to be undertaken by bi-national Cambodian/Irish teams.

The **Senior Project Manager for EPIC Alliance** is a key SBB Cambodia member of the EPIC Alliance Steering Group, and plays a leading role in coordinating all EPIC Alliance related activities and events to maximise achievement of the EPIC goal.

The **Senior Project Manager for EPIC Alliance** will work closely with the SBBC Academic Advisor, SBBC Management team, SBB CEO—International Operations, and external EPIC Alliance partners.

Responsibilities (R) and Tasks (T)

R1: Support development of a research framework for SBBC involving the establishment of a cross-institutional Steering Group with agreed Terms of Reference, scheduled meetings, and governance responsibilities

- With support from the Academic Adviser and the program design team, lead the development of the Research and Advocacy Program documentation, which encompasses the EPIC Alliance project and aligns with the SBB Strategy.
- Develop a Terms of Reference and decision-making procedures for establishing the EPIC Alliance Steering Group.
- Facilitate the nomination of a Steering Group representatives from SBB and core institutional partners in Cambodia and internationally.
- Support the Academic Adviser in convening quarterly online meetings and one in-person meeting through the EPIC Summit 2026 lifespan.

R2: Support selection and implementation of three research inquiries co-designed by Cambodian and International researchers with fieldwork in the Agile Schools.

- Launch a call for proposals in November 2025, with submissions due by December 2025.
- Research inquiries by Cambodian and Irish researchers on agile schools
- Work with the Steering Group to select three successful applications to be supported in their research.
- Support the formation of international mixed research teams (at least one Cambodian and one international researcher per team).
- Support the school-based fieldwork from March to July 2026.
- Support the research groups to share their interim findings at EPIC Summit 2026.

R3: Deliver training sessions, tools, and mentorships across participating institutions.

- Organise and project manage training sessions, tools and mentorships across participation institutions.
- Collaborate with PTEC and the Academic Adviser to deliver online and in-person training on action research, participatory methods, and classroom observation.
- Establish cross-institutional collaborative relationships.
- Support the three research groups as they conduct their data collection or experiments at the Agile School Network in Siem Reap.

R4: Lead organisation, implementation and follow-up for the EPIC 2026 Summit in Siem Reap, Cambodia,

- Lead organiser for the EPIC 2026 Summit and subsequent events as decided by the Alliance and SBB.
- Advise educators, policymakers, and researchers of the opportunity to participate in the Summit and to submit proposals/papers.
- Develop announcements, calls for submissions and logistical information for participants.
- Support the selection of and negotiation with local and international presenters for the Summit
- Facilitate assessment and selection of the venue.
- Host the 3-day EPIC summit in July 2026 in Siem Reap
- Support the Academic Adviser in reviewing and publishing resources presented in the EPIC Summit.
- Collaborate with designated SBB Alliance representatives throughout to achieve seamless communication and common understandings.
- Other actions as decided and approved by the EPIC Alliance and SBB

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