

COUNTRY DIRECTOR CAMBODIA - Uni4Coop

Job overview:

The mission of the Country Director is to manage the National Program of Uni4Coop in Cambodia (a consortium of 4 Belgian NGO, and specifically 2 of them working in Cambodia: Louvain Cooperation - NGO of the Catholic University of Louvain-la-Neuve, and Eclosio – NGO of the University of Liège) and organize the strategy and visibility of the entity.

General context:

Since 2016, 4 Belgian university NGOs that are ECLOSIO (NGO of the University of Liège), Louvain Coopération (Louvain-la-Neuve), FUCID (Namur) and ULB-Coopération (Brussels), have decided to implement a common program financed by the Directorate General of Belgian Development Cooperation (the DGD) for a period of 10 years, from 2017-2026, under the name of Uni4Coop. Uni4Coop's specificity is to contribute to this vision of development by mobilizing the human and scientific resources of the university community.

For the next program (2022-2026), Uni4Coop proposed a fully integrated program between Louvain Coopération and Eclosio in Cambodia. This joint program will enable to join forces, to strengthen each other, to promote exchanges and better capitalize on practices, and to generate new expertise at the crossroads of research and development projects.

Context in Cambodia:

The main office of Uni4Coop in Cambodia is located in Phnom Penh. It coordinates a local multidisciplinary team. The areas of interventions are food and economic sovereignty (support to family farming, income-generating activities, rural entrepreneurship, farmer organization) and health (with a focus on non-communicable diseases and a special emphasis on mental health). These projects are implemented in close collaboration with local partners in the provinces of Takeo, Battambang, Preah Vihear, Kampong Thom, Kampong Cham, and Tbong Khmum but also in the provinces where our partners represent farmers' organizations.

Position in the Organization:

The Country Director:

- reports to the Head of Operations of Louvain Cooperation and Eclosio, based in Belgium
- collaborates with the Domain Experts at headquarters (for joint reflections on strategies and methodologies of interventions, identification of interesting studies or research from an operational point of view, contribution in the identification of new projects, etc.)
- leads the human resources and operational committees of the National Directorate
- actively contributes to fundraising for cofinancing current projects and financing new projects
- officially represents Eclosio and Louvain Cooperation in Cambodia
- participates and contributes to Uni4Coop activities in Belgium (awareness raising, communication...)

Responsibilities and duties:

Formulation and implementation of the Uni4Coop strategy

- Organizes periodic projects' Steering Committees at headquarters (virtual) and in Cambodia (presential)
- Ensure strategical representation of LC and Eclosio to donors, Cambodian authorities and Civil Society in Cambodia and the region
- Identifies, develop, and manages partnerships with civil society organizations at local and international levels, public agency, and private sector
- Elaborates strategies and the organization of the application for new projects

- Ensures the relevance of new projects and strategic alignment with the visions of Eclósio and LC
- Contributes to the development of a financial strategy to identify means to implement the strategy in the region; actively identifies funding opportunities (funding agencies, alliances, etc.) and elaborates applications for grants; actively develops fundraising initiatives which must be successful in the coming 3 years

Function of Representation

- Is responsible of the coordination of all the operations of Uni4Coop in Cambodia, including the lead role in the Joint Strategic Framework (JSF-Cambodia) grouping Belgian NGO's active in Cambodia
- Represents Eclósio and LC in the various consultation spaces (platforms, forum, working groups) regrouping the Belgian CSO, both local and international CSO, the Cambodian authorities and funding agencies

Human Resources Management

- Directly manages and supervises Project Managers, Admin & Finance Manager, and U4C M&E and KM Coordinator, and manages the human resources in Cambodia
- Leads the periodic evaluation of the performances of the human resources based on the institutional methodology
- Support the Admin & Finance Manager in organizing recruitment process, drafting work contracts, and updating human resources policies in coordination with the headquarter
- Prepares and follow-up of visits, missions, consultancies, and internships
- Responsible of the good functioning of the human resources; provision of coaching to achieve personal goals in line with Uni4Coop goals in Cambodia

Management of Finance and Operations

- In collaboration with Project Managers, organizes and participate in quarterly coordination meetings
- Ensures the good implementation of the monitoring and evaluation system in Cambodia
- Implements the financial and budgetary strategy at country level
- Ensures the authorization and scheduling of expenses
- Monitors and/or validate all administrative documents at national level
- Supervises the preparation of budgets and financial monitoring, including the presentation of accounts and justification of expenditures by program, project, and respective entity
- Supervises and evaluates programs and projects in collaboration with other managers or experts from headquarters
- Responsible for the use of material and equipment

Communication, capitalization, and dissemination

- Elaborates and contributes to the internal communication system
- Supports the communication, capitalization, and dissemination of Eclósio and LC experiences
- Organize a monitoring of valuable contextual information and disseminate this information to partners and headquarters
- Participate and contribute to the activities of LC and Eclósio in Belgium; support the contribution of the Cambodian staff members and participates in LC and Eclósio associative events and Uni4Coop's highlights
- Supervises the national external communication with Uni4Coop communication team

Qualifications :

➤ **Technical:**

- University degree or equivalent (can be in several fields: Agronomy, Economics, Sociology, Humanities, Political Science, International Development, Management...)
- At least 6 years of professional experience in the development cooperation sector, ideally including 3 years of equivalent experience in Asia

➤ **Project management skills:**

- Experience working in a hostile and/or difficult context is an asset
- Experience in project and team management (strategy, finance, HR, advocacy)
- Experience in formulation, implementation, and evaluation of development programs/projects
- Experience in fundraising and mobilization
- Managerial track-record of successful and well working organization
- Knowledge of development issues in general and sustainable development in particular
- Mastery of the logical framework, Project Cycle Management methods, Results-Based Management, Theory of Change
- Experience in multi-stakeholder interactions, partnership, and networking

➤ **Personal qualities:**

- Good planning, organizational, and team coaching skills
- Good ability to transfer knowledge
- Good ability to adapt to a difficult socio-political context
- Knowledge of Asia, and Cambodia in particular, is an advantage
- Values and personality in line with the position: leadership, empathy, flexibility, respect, resistance to pressure, rigor and diplomacy, emotional intelligence
- Availability and interest in travel, especially in rural areas
- Excellent oral and written command of English; knowledge of French is an important asset
- Willingness to learn Cambodian language at correct level

Conditions:

- Full time position
- Workplace: Cambodia, with regular travel to the different areas of intervention
- Work contract in accordance with the Cambodian labor law
- Attractive salary level
- Desired starting date: ideally on 15 January 2022, but first April 2022 at the latest

Louvain Coopération website: www.louvaincooperation.org

Eclosio website: <https://www.eclosio.org/>

Please sent your application letter and a recent CV by Email to Christophe Goossens (christophe.goossens@eclosio.org) and to Florence Schinckus (fschinckus@louvaincooperation.org) before the January 7th 2022.