

Program Manager “Sustainable Food Systems” Uni4Coop

Job overview:

The Program Manager (PM) “Sustainable Food Systems” Uni4Coop (U4C) oversees the management of the projects related to the promotion of sustainable food systems lead by U4C in Cambodia. The PM is a senior position under the direct supervision of the Uni4Coop Country Director. The PM works in close collaboration with the other members of the U4C team, partners’ organizations, competent public authorities, consultants, other resource persons, and the ALiSEA network of members.

The position is based in Phnom Penh, Cambodia, with frequent travel to the fields, where activities related to the increase of agricultural productivity promoting agroecological transition are located.

General context:

Since 2016, four Belgian university NGOs that are ECLOSIO (the 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 to 2026, under the name of Uni4Coop. Uni4Coop's specificity is to contribute to development by mobilizing the human and scientific resources of the university community.

For the coming program 2022-2026, U4C proposed a fully integrated program between Louvain Coopération and Eclósio in Cambodia. This joint program will enable to join forces, strengthen each other, promote exchanges and better capitalize on practices, and generate new expertise at the crossroads of research and development.

Context in Cambodia:

The office of Uni4Coop in Cambodia is located in Phnom Penh. It coordinates a local multidisciplinary team. The areas of intervention 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 the provinces of Takeo, Battambang, Preah Vihear, Kampong Thom, Kampong Cham and Tbong Khmum but also in the provinces where U4C partners are represented.

Responsibilities and duties:

Responsibilities of coordination and toward results and achievements:

In coordination with the program’ Steering Committee, under the lead of the Country Director, the Program Manager is responsible for the overall coordination and management of the actions undertaken by U4C related to Food and Economic Sovereignty. The PM is to:

- Develop strategies related to the theme: formulate project's intervention strategies and project's overall technical approaches, contribute to the formulation of the strategic frameworks (JSF), to the drafting of work plans, and implementation of an integrated set of actions to achieve project goals
- coordinate the analysis and progress of program implementation: integrating narrative data (implementation and planning of activities, progress of "donor and internal" indicators, overall implementation rate, by results, by major headings, including the constitution and mobilization of co-financing...)
- Coordinate the planning and execution of program evaluations
- Coordinate the human resources of U4C’ team and partners towards results and achievements (advice and strategic guidance, overall coordination and management of the actions, ensure coherence in the implementation and the monitoring, organization of thematic and operational

committees, reports on achievements with the assistance of the M&E and knowledge management coordinator for the process)

Responsibilities over human resources management:

- In close coordination with the Country Director, manages and supervises human resources (staff members, consultants, interns) dedicated to the projects, organize the distribution of tasks and responsibilities to the team under his/her supervision, follow-up for proper implementation, and monitors the performance of U4C and partners staff members
- Identify human resources needs and capacity development; elaborates Terms of Reference and Job Descriptions
- In close collaboration with the U4C Admin & Finance Manager, select candidates, ensures that human resources procedures are properly fulfilled and in accordance with donors' requirements and the Cambodian labor law

Responsibilities over financial management:

- For projects under his management, the PM has the responsibility to ensure that the budgets granted and approved by the steering committees and the donors are used respectfully of the U4C procedures and of the partnership agreement signed with partners
- In close coordination with the U4C Admin & Finance Manager, he/she allocates budget and manages finances of the various projects related to the Sustainable Food System project
- In close coordination with the U4C CD, he/she identifies sources of financing to complement his/her projects; he/she is supporting U4C and his partners to develop budgets of new proposals for co-funding or new projects; he/she contributes to the development of project proposals

Responsibilities for institutional representation:

- Institutional representation being among the main responsibilities of the Country Director, the PM is responsible for representing U4C within the operational framework of the projects related to Sustainable Food Systems toward local authorities, counterparts, partners, and networks.
- Contributes to the elaborations and the implementation of U4C strategies in Cambodia
- Participates to national meetings, forum, and events; replace the Country Director when being delegated the task

Responsibilities to deliver technical assistance:

- The PM technically assists partners in the implementation of their activities; when specific technical supports are required, the PM mobilizes external technical expertise from U4C headquarters
- With the support of U4C and partners team members, the PM is directly implementing project's work to strengthen the technical and business capacity of producers, including women and youth farmers and entrepreneurs, to develop growth plans, capture specific market opportunities, and address constraints
- He/she develop initiatives to promote the use of AE technologies to improve competitiveness

Responsibilities for Capitalization of knowledge:

- Contributes to the knowledge management strategy and processes developed by the Knowledge Management Coordinator especially on the joint identification of relevant topics, practices, experiences, and questions, including survey and action-research
- Supports the implementation of knowledge management and M&E processes (elaboration, publication, dissemination) related to projects activities

Responsibilities for transfer of information:

- Reports to U4C Country Director on Sustainable Food System project progress and relevant information related to the project implementation in time and according to needs
- Responsible of the writing of narrative reports related to his/her projects

- Maintains permanent close contacts with partners and counterparts and facilitate relationship among project' stakeholders.

Qualifications :

- Technical:
 - Master's degree in Agriculture
 - Minimum 5 years' experience in project management, and more specifically in the field of agriculture development, agroecology, and agricultural entrepreneurship
- Project management:
 - Project self-assessment and evaluation capabilities (risk management)
 - Experience seeing projects through the full life cycle
 - Experience in project monitoring (M&E)
 - Proven ability to complete projects according to outlined scope, budget, and timeline
 - Experience in project budget monitoring = ability to integrate financial dimensions into project monitoring
 - Ability to manage partnerships/synergies, and develop networking
- Soft skills:
 - Excellent writing skills in English
 - Excellent analytical and critical thinking skills
 - Synthesis mindset
 - Good communication skills – both written and verbal
 - Negotiation skills and the ability to develop good working relationships
 - Problem solving skills
 - Teamwork and collaboration skills
 - Adaptability skills
 - Leadership

Conditions:

- Full time position for Cambodian candidate only
- Workplace: Cambodia, with regular travel to the different areas of interventions
- 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 January 7th 2022.