

**JOB DESCRIPTION**  
**LAND AND LIVELIHOODS PROGRAMME MANAGER**

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(Updated 20<sup>th</sup> October 2011)

**Job Title:** Land and Livelihoods Programme Manager

**Grade:** 4

**Main Purpose of the Job:** Strategic and day-to-day leadership of the team to delivery the Land and Livelihoods Programme objectives and representation of the NGO Forum and its network members on programme issues related.

**Reports to:** Deputy Executive Director (DED)

**Resources Managed:** 4 Project Coordinators; 1 Adviser; 1 Volunteer and action Plan and Budget 2012-2014.

**Main Objectives:**

- Achieve the Programme objectives as in the Action Plan
- Fulfil all Project Cycle Management (PCM) responsibilities on time, efficiently and to the right standard.
- Manage and support staff so that they are able to deliver their responsibilities.
- Provide timely support to DED and Executive Director (ED) on technical and representational issues.

The Land and Livelihoods Programme Manager shall carry out the duties of the position in compliance with the NGO Forum's policy documents; including the Personnel Policy and Regulations, the Financial Procedures Manual, Media policy and the Anti-Corruption and Conflict of Interest Policy.

This job description should be read in conjunction with the current Action Plan.

**A. MAIN RESPONSIBILITIES (and Tasks):**

**1. Project Cycle Management for Advocacy**

- 1.1. Leading and coordinating the **planning and budgeting** of the Land and Livelihoods Programme for Action Plans and bi-annual updates for network members and to be integrated into overall NGOF Reports.
- 1.2. Manage **implementation** of Land and Livelihoods Programme, through coordination of projects, delegation, support to POs, ensuring work is done in timely manner. This includes drafting, meetings, contracting consultants, advocacy and others.
- 1.3. **Monitoring** the Land and Livelihoods Programme. This will include the programme level log-frame and budgets, as well as overseeing projects and supporting PCs with their main responsibilities. Use this to improve plans and budgets at regular intervals.
- 1.4. Lead **reporting** on the Land and Livelihoods Programme. Coordinate project reports and consolidate them for programme reports for NGO Forum use such as the quarterly reports, 6-month reports, the annual report and triennial report.
- 1.5. **Evaluation** of Land and Livelihoods Programme. Lead routine evaluation of action plans and activities and report against indicators, and support PCs with their evaluation. This will require regular quality assurance of systems in place for data collection. Use monitoring and evaluation for plans and budgets.
- 1.6. **Quality Management of Land and Livelihoods Programme to ensure:**
  - Projects and programme are producing quality outputs for advocacy through providing technical support and overseeing advocacy strategy design, implementation, monitoring and coordination to each project.
  - adequate stakeholder involvement and information dissemination, i.e. members, government and donors.

- 1.7. **Gender Mainstreaming** in line with the terms of reference as a Gender Focal Point, to ensure Land and Livelihoods team and projects have gender objectives, mitigation measures against (negative) impacts, ways to monitor gender impacts and outcomes, and capture gender in all reporting and others.

## **2\_ Supervision and Coordination**

- 2.1 Supervise the work of all project staff in the Programme team to ensure all activities are properly coordinated and in accordance with the required outputs of the respective project.
- 2.2 Covering project coordinator's tasks during peak times or absences;
- 2.3 Producing a significant amount of written work, including correspondence, press releases of articles, speeches, publications on projects/programme, monitoring reports and evaluation findings and plans and budgets;
- 2.4 Coordinate with LLP advisor (if applicable) to ensure that the advisor understand what is happening in the programme and what advice and assistance is required from the advisor.
- 2.5 Coordinate with advisor on programme's advocacy strategy and future direction.
- 2.6 Participate in and contribute to regular Coordinating Committee (CC) meetings and decision making relevant to inter-programme coordination, procurement and other as stated in the CC Term of Reference.
- 2.7 Hold regular team meetings and chair of the monthly staff meeting in rotation with other Programme Managers;
- 2.8 Provide on-the-job capacity building within the Land and Livelihoods Programme and within the Coordination Committee.

## **3. Financial Responsibilities and Duties**

- 3.1 The Programme Manager is responsible for budget monitoring in the Land and Livelihoods Programme and for authorising Project Coordinator's requests. Financial monitoring must be done on a monthly basis. When necessary, budgets must be reviewed and amended every three months and new budgets need to be reviewed by the Deputy Executive Director and approved by the Executive Director and the Management Committee.
- 3.2 The Program Manager has delegated financial authority to co-sign cheques with the Deputy Executive Director in accordance with the NGO Forum's policy.
- 3.3 Assist management in fund raising in particular on the Land and Livelihoods programme of the NGO Forum on Cambodia.

## **4. Staff Management**

- 4.1 Ensure all PCs have up to date job descriptions and appraisals are done on time.
- 4.2 Lead recruitment for new staff to the team, in conjunction with the HR Officer and in line with the recruitment policy and procedures.
- 4.3 Agree induction programme and objectives with new staff and ensure the induction programme is implemented.
- 4.4 Ensure there is a capacity development agenda for the team every year that has time for on-the-job development (one to one with the Land and Livelihoods program manager or Adviser).
- 4.5 Ensure the availability of Human Resource capacity in the team as needed, thereby dealing with recruitment, field work, annual leave, etc, in a timely manner with respect for staff welfare and rights and in accordance with NGO Forum Policies.
- 4.6 Ensure staff motivation within programme and contribute to organization. The approaches of positive feedback, recognition, constructive comment, sharing idea and learn & develop are used .

## **5. Representational Tasks**

- 5.1 The Program Manager has several representational responsibilities and tasks, among others:
- Liaising with network members as necessary;
  - Liaising with government and donors regularly, for instance during meetings of the Technical Working Groups that the projects of the Land and Livelihoods Programme participate in;
  - Representing NGO Forum and members at external events;

- Responding to press and media interest (in line with NGO Forum Media Policy);
- Written draft correspondence with government, donors and members for the signature of the Executive Director.
- Ensure preparation of briefing, talking notes or speeches for ED, DED or Board Members.

5.2 The program manager supports the efforts of the Deputy Executive Director in maintaining and development of NGO Forum’s membership as in the Membership Development Strategy.

5.3 The program manager is closely involved in NGO Forum governance and decision making processes in order to be able to carry out representational duties effectively.

**B. OTHERS**

Assist the Deputy/Executive Director with other tasks relevant to program PCM and advocacy as required.

**C. QUALIFICATIONS and EXPERIENCE**

- Masters degree in Land Management, Rural Development, Natural Resource Management or related subjects;
- Minimum three years work experience in program management of related projects, or five years experience of related projects;
- Demonstrated experience in advocacy work (land and natural resources), policy dialogue, debate, management, research, development;
- Demonstrated in-depth knowledge of government priority development strategies and development work in Cambodia;
- Demonstrated experience in Project Cycle Management;
- Experience in staff management, team building, and working under pressure;
- Demonstrated ability to develop and maintain professional networks with CSOs and RGC;
- Excellent oral and written communication skill both Khmer and English;
- Experience in the usage of computers and office software packages.

**D. COMPETENCES REQUIRED**

- Leadership and Management with good modal
- Strong analytical and report writing skills, critical thinking; Analysis and Judgement
- Ability to build effective communication with government, development partners and NGO members.
- Ability to build a good team player
- Resilient and flexible; able to deliver results on complex issues, under pressure
- Effective in advocacy and negotiations

**E. ACKNOWLEDGEMENT OF JOB DESCRIPTION**

Date Assigned to this Position: \_\_\_\_\_ Date of Next Appraisal: \_\_\_\_\_

Measures of performance: Tasks as described in the job description above in conjunction with the project’s current Action Plan.

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Staff Member)

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Executive Director)