



- Job Title** : Executive Director
- Grade** : 9
- Reporting Relationship** : Directly report to Management Committee  
Directly supervise Program Managers, Finance Manager and Human Resource & Admin Officer.
- Membership** : Chair of Coordination Committee and Chair of Gender Focal Person
- Location** : Phnom Penh

**Job Purpose:** The Executive Director is a full-time staff member of the NGO Forum on Cambodia, based in Phnom Penh. The Executive Director reports to the Chair of Management Committee. Overall responsibilities of the Executive Director are to represent the NGO Forum on Cambodia to NGOs, aid agencies, government and the media to ensure effective governance, sufficient funding of the NGO Forum on Cambodia. Indicators for effective representation include 70%-member satisfaction with the way they are being represented and at least 80% staff satisfaction in the way they are being managed.

**Scope of work:**

- Oversight all aspects of NGOF activities and implementation
- Provide direction and leadership to the program implantation and other relevant staff.
- Ensure the donor relation and funding strategy (sufficient sources of new funds for new working group)
- Ensure the NGOF’s policies compliance
- Fund raising – proposal development

This job description should be read in conjunction with the current operational plan of NGOF.

**Job Responsibilities:**

**1. Representation**

- 1.1 Attend selected NGO Forum on Cambodia meetings and project activities in order to build a relationship with NGO Forum on Cambodia networks, acquire familiarity with the issues they are working on, and to help them understand the roles of the NGO Forum on Cambodia and its Executive Director.
- 1.2 Speak on behalf of the NGO Forum on Cambodia at local and international gatherings, as invited by NGO Forum on Cambodia networks, programs and external organizations which may further the NGO Forum’s aims.
- 1.3 Be the main media contact for the NGO Forum on Cambodia, authorized to speak on the NGO Forum on Cambodia’s behalf. Develop an implement a strategy for dealing with the media.
- 1.4 Meet with visitors to the NGO Forum on Cambodia, including government officials, aid organizations, NGOs and consultants to provide information about Cambodia, the NGO sector, and the NGO Forum on Cambodia’s advocacy agenda.
- 1.5 Keep in regular contact with the membership, build understanding of the NGO Forum on Cambodia’s roles, and encourage organizational participation in and commitment to the NGO Forum on Cambodia.

- 1.6 Develop a close working relationship with other NGO networks and advocacy groups and ensure regular communication and consultation.
- 1.7 Develop close contact with other relevant individuals, organizations, groups and networks in order to further the NGO Forum's aims. These contacts may include journalists, government officials, diplomats, aid officials and academics.
- 1.8 Review and sign all official correspondence from the NGO Forum, including letters to government, development agencies, embassies, and the public statement to media and public.
- 1.9 Where necessary, delegate other NGO Forum staff to represent the NGO Forum, in areas of their competence and in accordance with current policy.

## **2. Governance**

- 2.1 Orient Management Committee members to their roles and functions.
- 2.2 Prepare the annual schedule of the Management Committee meeting, MC retreat and ensure the replacement of the MC member is in place.
- 2.3 Draft the agenda for the bi-monthly Management Committee meetings and Management Committee retreat in consultation with the Chairperson and call the meeting.
- 2.4 Keep Management Committee informed on strategic and policy issues and by providing background materials enabling the Management Committee to fulfill its roles and responsibilities as governing board.
- 2.5 Check and finalize the minutes of the Management Committee meetings, and ensure follow-up actions and decision of the Management Committee are implemented.
- 2.6 Set the agenda for the Quarterly Members Meetings, Annual General Meeting and other special members meetings with the support from Program Manager and Network Coordinators.
- 2.7 Keep NGO Forum members and MC members abreast on the progress and challenges of the NGO Forum program and its management.
- 2.8 Assist MC members in making decision on critical issues to be raised in the NGO Forum statement, letter publication and other public materials on behalf of the NGO Forum members.

## **3. Supervision**

- 3.1 Provide strategic directions and support to key staff members and directly supervise the Program Manager, Finance Manager and Human Resource and Admin Officer works including regular performance appraisals.
- 3.2 Assist the work of the Program, Admin, Human Resource and Finance as needed, to ensure that all management functions, project activities and human resource development are carried out as required.
- 3.3 Oversee the process of preparing the media alert, press statement and ensure smooth communication with media and public through close monitoring on the Website, Facebook and others communication mechanisms.
- 3.4 Oversee the process of drafting or revising staff contracts and TORs, and sign all staff and consultant contracts. Oversee the recruitment of new staff.
- 3.5 Conduct management appraisal to all supervisee and second line under supervision.
- 3.6 Oversee the review of the NGO policies and present to the Management Committee for approval.
- 3.7 Check and final approval of all NGO Forum's public documents such as NGO magazine, NGO statement, research reports and other publications. Be the focal person as the representative of the NGO Forum members.

## **4. Program**

- 4.1 Lead and monitor the development of strategic planning, project planning and budgeting. Lead the process by providing input on strategic direction, policy advice and advocacy strategies.
- 4.2 Design and oversee the system of regular internal reporting and monitoring to ensure all tasks well operate.
- 4.3 Ensure the result based planning and reporting.
- 4.4 Provide advice and support to the strategy and program development of the various programs and projects.
- 4.5 Commission regular evaluations of the NGO Forum's programs.

- 4.6 Provide inputs and guideline for reporting, review of action plan and proposal development to all staff.
- 4.7 Maintain good relationship with donors and fund raising to ensure that NGO Forum has sufficient funding for implantation and ensure accurate and timely reporting to donors and other stakeholders.
- 4.8 Ensure the gender mainstreaming into all NGO Forum program and projects with clear monitoring system.
- 4.9 Ensure good networking with other NGO sector and membership organization such as CCC and other sector NGOs.

## **5. Finance**

- 5.1 Oversee the system of financial management to ensure financial accountability and transparency including annual financial audits.
- 5.2 Oversee the budget development process, to ensure that budgets accurately reflect the priorities of the NGO Forum.
- 5.3 Undertaking financial activity in line with NGO Forum policies and procedures which including signing on cheque and others.
- 5.4 Coordinate preparation of the Annual NGO Forum's Donor partner meeting to ensure donor coordination.

**6. Other tasks:** Perform other tasks as requested by the Management Committee.

## **Common responsibilities of the NGO Forum on Cambodia**

- Any other related duties as assigned by supervisor
- Demonstrate an ongoing commitment to gender equality, equity, and diversity for NGOF's activities
- Comply with all relevant NGO Forum on Cambodia policies and standard procedures
- Work constructively with colleagues in other programs and team to achieve the organization's mission
- Chair of the NGOF meetings and events such as staff meeting, CC meeting, learning and sharing, staff retreat, program reflection, recruitment and selection, performance appraisal and feedback, etc.

## **Qualifications**

### **Education**

- Master's degree in relevant field, 5 years' experience in management of organization.
- In-depth knowledge and understanding on Cambodia Sustainable Development Goals (CSDGs), National Strategic Development Plan (NSDP), Public Financial Management, Environment, land and natural resources management, environment and climate change and development issues.
- Excellent understanding of the role of NGOs in civil society and good profile and respect among NGOs community.

### **Experiences and Key Competencies**

- Solid advocacy or policy research experience and strong analytical skills.
- Capacity to think strategically and interested in a wide range of issues.
- Strong in planning, proposal development and fund raising.
- Energetic and proactive individual; willing to take a lead advocacy on sensitive issues.
- Very strong communication and interpersonal skills. Strong presentation and negotiation skills.
- Good administrative and organizational skills.
- Ability to priorities and work well under pressure.
- Not affiliated with any political party.
- Experience in excellent diplomacy, tactful and pragmatic.
- High commitment toward advocacy

**Skills**

- Proven ability to manage, delegate, and transfer skills and knowledge to staff
- Strong computer skills, especially Ms. Office
- Excellent oral and written communication skills in both Khmer and English

**Competencies:**

- Demonstrated commitment to NGOF’s vision, mission, and values
- Creativity/Initiative
- Commitment
- Communication
- Professionalism
- Team work
- Gender and diversity

**Acknowledgement:**

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

Measures of performance: Tasks as described in the Job Description above in conjunction with the Program’s current Action Plan.

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

Signature: \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
(Chair of Management Committee)