

Position	Girls Lead Program Officer	Grade	C2
Department & Location	Program Department, Based in PU (Stung Treng or Ratanakiri)	Date	May 2020
Reports to	Girls Lead Program Manager (GLPM)		
Purpose	<p>Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. We support children’s rights from birth until they reach adulthood and enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. We have been building powerful partnerships for children for over 75 years, and are now active in more than 70 countries across the world.</p> <p>Plan International has been working with children and young people in Cambodia since 2002 to help them reach their full potential and we are one of the largest International NGOs operating in the country today.</p> <p>The Program Officer is responsible for the monitoring and coordination of projects in the Girl Lead program. He / she works with others including local NGO partners, community based organization (CBOs) and government partners to ensure project quality, technical soundness and alignment with Plan International’s strategies, approaches, policies and procedures.</p> <p>As a staff member of a child-centered international development and humanitarian organization, the Country Finance Manager will commit to uphold Plan International’s standards and policies related to Safeguarding Children and Young People and Gender Equality.</p>		

A. Dimensions of the Position:

- The Program Officer monitors and coordinates the assigned sector program with an annual budget between 500,000USD – 1m USD.
- The post-holder has no people management responsibilities.
- The post-holder monitors and coordinates the project implementation in collaboration with other Program staff, assisting the Program Manger to ensure that all projects activities, outputs, and outcomes are delivered and achieved within the specified timeframe.
- The post-holder is responsible for technical support on gender equality and inclusion for Girls Lead Program.

B. Responsibilities and Accountabilities:

1. Planning

- Develop / support to develop project annual / quarterly / monthly planning and budgeting in consultation with the Girl Lead Program Manager.
- Ensure consistency and coherence of program planning, budgeting and monitoring with the overall program and budget in the Country Strategic Plan (CSP), and donor requirements.
- Support the Program Manager to plan all program activities to achieve gender equality outlined in the Policy on Gender Equality and Inclusion.
- Support the Girl Lead Program Manager to develop annual and quarterly monitoring plans, in line with the Girl Lead M&E framework and the Policy on Gender Equality and Inclusion.

- Organizes training and hands-on coaching for CDOs and FFs, in terms of gender equality and inclusion, as well as providing support and advises on the project's Champions for Cambodia, Bell Sound, and Small Grants processes.

2. Implementation

- Support others to implement project activities as agreed in the project frameworks and agreed timeframes.
- Assess the capacity of the project staff and organize necessary trainings to support staff in building their capacity in term of gender knowledge.
- Provide capacity building on gender equality and inclusion to partners including but not limited to CAN, YWLN or the local authorities.
- Provide training, mentoring, coaching and capacity building on gender equality and inclusion to the program staff including FFs and CDOs.
- Optimize learning and capacity building by disseminating relevant information and resources related to gender equality and inclusion to project staff and partners as required.
- Monitor the progress of project implementation and budget spending of the sector program and provide timely advice and support on any major issues in over / under spending and / or delays or deviations to work plans.
- Conduct Safeguarding Children and Young People Policy (SCYP) implementation assessments during project field visits to establish if there are gaps and then support partners to improve their compliance with the CPP implementation standards.

3. Coordination and reporting

- Represent Plan International Cambodia at gender and inclusion related forums and disseminate information as appropriate to enhance learning and build capacity at the sub-national level as agreed with the Gild Lead program manager.
- Support in providing regular/monthly updates on the progress of the projects, including any arising risks and issues to the Gild Lead program manager.
- Support in consolidating, reviewing and editing progress reports to donors (annual/6-monthly/quarterly), to ensure they are high quality, on time, and comply with donor requirements.
- Coordinate with key stakeholders including but not limited to CAN and YWLN, to provide high quality technical support in gender equality and inclusion during the implementation of their activities.

4. Monitoring, review and evaluation

- Support the M&E Officers to regularly monitor project/program outputs in accordance with the M&E frameworks of the girl lead program.
- Assist the collaborator to regularly monitor project/program outcomes as per the Girl Lead program M&E framework.
- Actively participate in monthly team meetings/reflections with Girl Lead program manager, and other Program staff.
- Participate and coordinate all reviews and evaluation, including audits.
- Monitor, and evaluate his/her work and the work of partners from the perspective of achieving gender equality and inclusion outlined in the Policy on Gender Equality and Inclusion.
- Adhere to the Safeguarding Children and Young People Policy and report any Safeguarding Children incidents in line with local reporting mechanisms.

5. Other

- Perform other duties as reasonably requested by the Supervisor and Plan International.

C. Dealing with Problems:

- Providing the required monitoring to ensure projects are implemented in accordance with detailed implementation plans, PQP standards, CCCD approach and donor requirements.
- Building effective working relationships and being able to communicate and influence others to ensure, sometimes at a distance.
- Being able to operate effectively within a complex matrix structure.

- The position is required to apply policies and guidelines to common issues to determine the appropriate response.

D. Communications and Working Relationships:

Internal contact:

Position	Reasons for contact	Level (high, med, low)
Program Department Team	Coordination and ensuring effective project implementation	High
PUM	Ensuring effective project implementation	Medium
Finance and Logistics and Procurement	Problem-solving issues related to project monitoring, reporting and / or implementation	Medium

External contact:

Position/ Organisation	Reasons for contact	Level (high, med, low)
Children and youth networks	Ensuring effective project implementation	High
Sub-national Government agencies	Ensuring effective project implementation	High

E. Required Knowledge, Skills and Behaviours:

Knowledge:

- University Degree in project management, law, social sciences or rural development, or related field;
- Good knowledge of community development and programs, especially in terms of action plan on gender and girl and young women leadership;
- Good knowledge of gender, human rights, and child rights;
- Good knowledge of community development and updated information on social development scenario of rural Cambodia;
- Good knowledge of gender related policies of the government;
- Knowledge of the rights-based approach, partnership and working with sub-national authorities.
- Knowledge of project cycle management best practice;
- Knowledge of ethnic minority languages (for Stung Treng and Ratanakiri).

Skills:

- 3 - 5 years' experience of implementing gender and girl and young women leadership, other related programs, ideally related to children.
- Experience in working with and through partner organizations and government departments for implementation.
- Experience in capacity building and training.
- Experience in project management, budget management and reporting.
- Ability to develop and monitor complex project / program plans and budgets effectively.
- Ability to plan, monitor and report on program activities in line with donor requirements.
- Ability to coordinate a wide variety of stakeholders at different levels for program implementation and monitoring.
- Excellent communication skills, both verbal and writing in English and Khmer (including but not limited to facilitation, networking, negotiating, capacity building and influencing).
- Able to analyse and solve problems independently, and make decisions based on sound judgement.
- Proven report writing skills in English and Khmer.
- Computer literate (MS-Excel, MS-Word, and MS-PowerPoint).

Behaviors:

We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors
- Holds self and others accountable to achieve the highest standards of integrity
- Consistent and fair in the treatment of people

- Open about mistakes and keen to learn from them
- Accountable for ensuring we are a safe organisation for all children, girls & young people.

We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations
- Creates a climate of continuous improvement, open to challenge and new ideas
- Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises
- Evidence-based and evaluates effectiveness.

We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate
- Builds constructive relationships across Plan International to support our shared goals
- Develops trusting and 'win-win' relationships with funders, partners and communities
- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives.

F. Physical Environment and Demands of the Position:

- Office based approximately 25% and field based approximately 75%

G. Level of Contact with Children of the Position:

- This position has high level of direct contact with children.

Read and Accepted (Job holder)

____/____/____
Date

Direct Supervisor

____/____/____
Date

As an international child and youth centred development organisation, Plan International Cambodia does not tolerate any form of violence against them