



Programme Manager Vacancy 'Readvertisement - previous applicants for this post need not apply'

VBANK is recruiting a skilled and experienced **Programme Manager (PM)** to manage and lead the Programme Unit. The main responsibility of the PM is to effectively coordinate and provide the support function for the design, planning, delivery and reporting of all VBANK programme activities.

The role involves working on the following key tasks:

- Ensure the effective coordination and delivery of all VBANK projects and programme activities
- Lead on the design and planning of new projects
- Oversee all M&E activities and data management to ensure all reporting requirements are delivered to a high standard
- Monitor and oversee project staff to ensure quality assurance and knowledge management
- Work with the ED on all new business development activities, including negotiations with potential customers to clarify expectations and specific needs, and contributing to proposal development.
- Work with the ED as required on building and nurturing donor relations
- Carry out all relevant staff management and development to ensure effective performance to a high standard so that VBANK adheres to its ethos of being a learning organization.
- Contribute to the organisational level management

Required skills and experience:

This is a senior management position. The person appointed will have:

- A higher-level university degree in development studies, education, organisational development, management or other relevant field
- At least 10 years' relevant programme management experience; with at least five years' experience of performance managing individuals and teams
- At least five years' experience of overseeing the planning, coordination and monitoring of the delivery of projects to a high standard, in line with donor requirements
- Considerable experience in providing and overseeing capacity development projects and activities, including the provision of coaching and mentoring
- Experience in managing consultancy services and facilitating organisational and programme capacity development
- Experience of senior management and representation with donor and government partners
- Experience in resource mobilisation, including the formulation of complex projects and proposal development
- Strong knowledge and demonstrated experience of monitoring and evaluation and knowledge management approaches and tools with experience of conducting impact assessments and project evaluations
- Excellent communication skills including high-level written and spoken English, high-level written and spoken Khmer, and proven report writing skills
- Strong desire to learn and commit to his/her further development

Note: The above position is open for Cambodian nationals only. Women and people with disabilities are strongly encouraged to apply. For the full Job Description please download from VBANK Website www.vbnk.org

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Closing date: **01st of Oct 2021**