

**SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE**

TITLE: Programme Coordinator - East	
TEAM/PROGRAMME: Programme Operations, Cambodia Country Office	LOCATION: Based in Kampong Cham office with travelling targeted project areas both Kampong Cham and Kampong Chhnang provinces.
GRADE: 3	CONTRACT LENGTH: Unspecified Duration Contract (UDC).
<p>CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE: The Programme Coordinator is a multi-disciplinary role in leading and managing different project teams and support functions to ensure a success of all project delivery in the eastern provinces, The post holder will provide operational oversight, representation and coordination of Save the Children’s multi-sectoral programmes in the assigned provinces. As a key member of the Extended Senior Management Team (E-SMT), Programme Operations Management (POM), and Project Management Team, (PMT), the post holder is also responsible for contributing to achieve country strategies, programme goals and ensuring effective, efficient and integrated climate resilience, child-safeguarding, gender equality and disability inclusion across all project activities that will deliver high-quality outcomes and impact of child well-being.</p> <p>The Programme Coordinator is responsible for leading, planning, organizing, staffing, coordinating, and managing all project staff and project implementation, project monitoring, reflection, learning and reporting across Kampong Cham, Kampong Chhnang, and other assigned provinces. She/he shares leadership and management of all staff and implementing partners with Programme Thematic Managers and leads, supervising project technical advisors, MEAL Officer, project officers, and finance & admin staff under the field offices—to achieve quality programme outcomes and impact for children. Working closely with head of programme operation, project/programme managers, and partners, to ensures project staff and partners fully understand all project plans, common approaches, budget, PRIME system, role and responsibilities reporting, financial accountability, and compliance with Save the Children and donor standards, while representing Save the Children and strengthening coordination with sub-national government, NGOs, and private sector actors to achieve project plans.</p> <p>She/he will be based in Kampong Cham Field Office with travel to other target provinces to lead and mentor project staff for implementation of projects in Education, Child Protection, Health, Nutrition and Climate Change Adaptation with integration of all crossing-cutting themes that align with Save the Children’s strategic objectives and goals. The role will ensure financial expense; project offices management and support service functions are effectively managed and complied with Save the Children’s policies and donor requirements.</p> <p>The she/he leads team capacity building and performance management while also contributing to emergency preparedness and response.</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	



**SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE**

Note: This position is contingent upon donor approval and funding.

SCOPE OF ROLE:

Reports directly to: Head of Programme Operations (with dotted-line reporting to relevant Project Coordinator, Programme Managers and Team Leaders)

Staff reporting to this post: 5

Direct Report: 3 project officers, 1 finance and admin officer, 1 field engineer and other

In direct report: Government institutions (provincial and district education, NGOs, local authorities, community-based organizations).

Budget Responsibility: Oversight of multi-project budgets, ensuring cost efficiency, donor compliance, and accountability across field offices.

KEY AREAS OF ACCOUNTABILITY:

Member of Extended Senior Management and programme operations management team

- **Shared leadership:** bridging the country office strategies to field office staff, project implementation and actively contribute to the E-SMT and Programme Operations Management Team (POM), influencing organizational culture
- **Programme Integration:** lead planning and coordination of field-level projects to ensure synergy of all projects and alignment with country programme objectives and strategic goals.
- **Cross-Sector Collaboration:** promote integration of cross-cutting theme such as gender equality, disability inclusion, climate resilience, environment cross early childhood care and development, education, health, nutrition, and child protection to maximise impact of child well-being.
- **Alignment with enabling approach:** ensure field office and project staff fully abide by enabling strategic approaches including partnership, localization, shifting powers, influencing and child rights.
- **Strategic Engagement:** participate in and support the country's strategy and programme development, policy discussion, research, proposal development, innovation and advocacy to bring change for children at sub-national levels.

Programme Management, Oversight, and Quality Assurance

- **Project Planning:** work closely with project and programme managers, technical advisors to develop detailed implementation plan (DIP), and lead provincial-level planning aligned with all project DIP and comply PMM and PRIME including procurement planning in Prime.
- **Project Delivery:** ensure project staff, partner staff and government technical officials fully understand all project DIPs and budgets that will deliver on-time and high-quality programme outputs, outcomes and impact for children and their communities.
- **Coordination:** Work closely with project coordinator, project and programme managers/leader, technical advisors and support teams and government technical officers for on-time support and harmonized approaches in project implementation.
- **Adaptive Management:** actively participate in project and programme management team meetings; and facilitate regular reviews and reflection meetings to identify challenges, lessons learned, and best practices at the field offices.
- **Cross-cutting theme Integration:** ensure staff and partner staff, government technical officers on the ground fully understand and integrate cross-cutting themes of gender equality, disability inclusion, climate resilience, environment, safe programming across project activities.
- **Partner Management:** support managers in overseeing partner sub-awards, participate in financial and programmatic monitoring, provide feedback to the project and programme managers.

**SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE*****Financial Management and Resource Utilization***

- **Financial Oversight:** ensure transparent and effective financial management aligned with SCI and donor requirements for all projects and field offices in the assigned provinces including cash count and bank conciliation and safety of cash in all field offices.
- **Budget Management:** participate and support in preparing detailed budget planning, budget forecast, tracking and monitoring BvA, and addressing financial variances.
- **Proposal Budget:** Contribute to budget development, cost estimation, and activity-based budgeting for new funding proposals.
- **Efficiency & Value:** Promote cost-effectiveness, local resource use, and value-for-money principles.
- **Reporting Risks:** identify and report any potential financial risks and suspected frauds to country focal points

Monitoring, Evaluation, Accountability and Learning (MEAL)

- **MEAL Plan, Frameworks & Tools:** participate in developing and implementing project-specific M&E framework and Quality Benchmark (QB)
- **Data-Driven Decisions:** ensure project staff on the ground to conduct data collection, record project outputs and submit data and records to MEAL team and project managers as planned.
- **Monitoring, Learning & Reflection:** lead joint monitoring visits and learning at the provincial level in collaboration with relevant staff, partners and key government officers. Record challenges and lessons learnt and best practices in PRIME system and project report.
- **Reporting & Documentation:** ensure strong records of data and observed evidence of positive changes in the field, draft project report for project and programme managers. Support project and programme managers in developing case studies and success stories.
- **Accountability Mechanism:** work closely with MEAL team, project manager and Safeguarding Focal Point to set up and strengthen accountability systems (feedback mechanisms) to ensure voices of children, youth and community are well informed in all project management cycle.

Partnership, Coordination and External Engagement

- **Stakeholder Engagement:** Build strong networks and collaboration with the provincial government stakeholders, technical working groups (TWGs), civil society partners, and private sectors.
- **Representation:** Represent SCI in provincial coordination platforms, sectoral networks, and inter-agency forums within the assigned provinces.
- **Partner Capacity Building:** Support project managers and advisors for strengthening capacity of the local government technical officers for sustainable impact for children.
- **Joint Accountability:** Facilitate joint planning, monitoring, and budget reviews to keep staff and relevant partner staff informed of project progress and build ownership and sustainability.
- **Local Alignment:** Align project priorities with local government development plans.
- **Advocacy & Visibility:** Support project team to engage in relevant campaigns, platforms and social events to raise Save the Children and donors' visibility in the target provinces.

Human Resource Management, Capacity Building and Team Development

- **Team Building:** Build and maintain high-performance, motivated, and accountable for provincial and project teams in field offices.
- **Staff Supervision:** Mentor project and support staff, ensuring staff clear roles, individual plan, effective delegation, and team cohesion.

**SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE**

- **Performance Management:** Lead SMART objective setting, performance reviews, and appraisals for provincial and project teams.
- **Career Development:** Support succession planning and leadership growth opportunities for staff capacity building with HR support.
- **Organizational Culture:** Promote a culture of learning, innovation, respect, and inclusion.

Risk Management, Compliance and Safeguarding

- **Risk Oversight:** Identify and monitor programmatic, financial, safeguarding, safety and security and project operational risks; develop mitigation plan as part of project monthly review of PART and ART. Also participate in the country office SCARF review.
- **Internal Controls:** Collaborate with the country's office focal points and support teams to conduct random visits, identify risks, and strengthen internal compliance systems.
- **Incident Management:** Ensure timely reporting incidents to the focal point and joint handling of safeguarding and security incidents when it occurs at field offices.

Administration, Procurement and Logistics Management

- **Asset Management:** Support finance and admin staff to properly manage office premises, vehicles, and equipment to ensure safety, efficiency, and accountability.
- **Procurement Compliance:** Support project and support service teams at field offices to ensure on-time procurement planning by using PRIME, ensure transparent and timely procurement processes using the ProSave system and procurement guidelines.
- **Fleet management:** Support finance and admin officers for good maintenance of vehicles and drivers for good travel records for the country office fleet focal points timely.
- **Security & Preparedness:** Be focal point for field office safety and security management and emergency preparedness for staff and assets.

Emergency Preparedness and Response

- Supporting and managing all emergency preparedness and response operations in the district.
- Maintaining a significant capacity to respond to an emergency and integrating climate-smart techniques to promote resilience to flood and drought.
- Keep track disaster patterns/risks; flood, drought, sea level, rainfall, forest encroachment, safe use of agrochemical in production, child labour and children exposed to chemical agricultural inputs so as to build/revisit proper mitigation plan.

Child Safeguarding responsibilities

- **Policy Adherence:** ensure staff and partners adhere to Save the Children's Code of Conduct and Child Safeguarding Policy, GEDSI, DEI, PSHEA.
- **Child-Friendly Mechanisms:** Establish and maintain child-friendly feedback and reporting systems in all project locations (Ref: MEAL section).
- **Leadership in Safeguarding:** role model and promote a culture of zero tolerance toward child abuse, exploitation, and harassment.

Occasional duty:

- Willing to undertake any other relevant responsibilities entrusted by the Line Manager as required.

BEHAVIOURS (Values in Practice)

Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values

**SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE**

- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- University degree in general management or relevant field experiences.

EXPERIENCE AND SKILLS

Essential

- Minimum of 5-year experiences in multiple development programmes, including agriculture, livelihood, education, child protection, health, nutrition, climate change, and emergency preparedness and responses.
- Extensive experience in project management is preferably
- Understanding of government D & D process and relationship with local government departments
- Experiences in managing multiple grants and support functions including staff performance, financial management and administration.
- Ability to think critically and independently and work with minimum supervision, and solve problems independently
- Excellent interpersonal, communication and presentation skills
- Strong commitment to Save the Children’s Mission, Vision and Values and full adherence to Save the Children’s safeguarding including Children, Adults and Community.
- Sensitivity and adaptability towards culture, gender, religion, race, nationality, and age
- Ability and willingness to change work practices and hours, and work with incoming teams in the event of major emergencies

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding and Gender

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

**SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE**

Contribute to promote gender equality, diversity, equity, and inclusion with the Country Office, including in the workplace and in all aspects of work within the role whereas possible.	
Child Safeguarding: We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.	
Health and Safety The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.	
JD written by: Mot Sana	Date: 08 November 2025
JD agreed by:	Date:
Updated By:	Date:
Evaluated: Bo Sophatt, HR Consultant	Date: 12 November 2025