



## Job Announcement

The Cooperation Committee for Cambodia (CCC) is a leading membership-based organization for NGOs in Cambodia with around 200 members both Domestic and Foreign NGOs working on various development sectors and the Cooperation Committee for Cambodia (CCC) has played a unique role since 1990 in strengthening the cooperation, professionalism, accountability, governance, and development effectiveness of the Civil Society Organizations that are working across diverse sectors in Cambodia.

CCC delivers its mission and mandate through a new five-year program entitled “**Governance Hub Program (GHP)**” for 2024-2028. The expected impact of the GHP: Strengthen civil society organizations (CSOs) by providing them with an improved enabling environment and democratic space. Three outcomes of the GHP to be delivered: 1) Partnership and collaboration for advocacy and monitoring among different actors at the national and sub-national levels is improved, 2) Voice and representative of CSO networks are strengthened, and 3) CSO resource hub at the national and sub-national levels is functional and responded to the needs of CSOs. For details about GHP and other related information, please visit CCC website: [www.ccc-cambodia.org](http://www.ccc-cambodia.org). CCC is seeking a full-time staff member to fill the following position:

### I. Post Information:

**Post Title** : **Executive Director (ED)**  
**Post Lever** : Management Level 4  
**Duty Station** : Phnom Penh (with occasional field travel)  
**Report to** : Executive Committee (EXCOM)  
**Closing Date** : **31 July 2026**  
**Contract length** : 2 years, renewable subject to effective performance and fund availability

### II. Position Summary:

The Executive Director provides overall strategic leadership, governance oversight, and organizational direction for CCC.

Key responsibilities include:

- Strategic leadership and institutional development
- Governance and Senior Management Team (SMT) oversight
- Program quality and organizational impact
- Financial sustainability and resource mobilization
- External representation and partnership development



- Organizational systems, HR, and culture development
- Risk management, compliance, and accountability

### III. Key Expected Results / Functions:

#### ➤ Key Expected Results:

The Executive Director is expected to achieve the following key performance indicators:

- 1) CCC strategic plan is effectively implemented and regularly reviewed.
- 2) Programs and operations are aligned and delivering measurable impact.
- 3) SMT functions effectively with clear accountability and coordination.
- 4) Adequate resources are mobilized to ensure financial sustainability.
- 5) CCC is well represented and influential at national and international levels.
- 6) Organizational systems (HR, operations, programs) are efficient and compliant.
- 7) Risks are effectively managed and compliance requirements are fully met.

#### ➤ Key Responsibilities:

##### 1. Strategic Leadership and Organizational Direction

- Provide overall vision and strategic leadership for CCC.
- Lead development and review of CCC strategic plan (Vision 2030 alignment).
- Ensure coherence across programs, operations, and institutional priorities.
- Drive innovation and long-term organizational sustainability.

##### 2. Governance and Senior Management Oversight

- Supervise and guide SMT (Head of Program, Head of Operations, Head of Communication & Membership Development).
- Ensure coordination, accountability, and performance across departments.
- Provide strategic guidance and resolve high-level organizational issues.
- Ensure implementation of EXCOM/Board decisions and reporting.

##### 3. Program and Impact Oversight

- Oversee program quality, relevance, and impact.
- Ensure alignment of programs with strategic objectives and donor requirements.
- Promote innovation and adaptive programming.
- Ensure effective M&E and learning systems are in place.

##### 4. Financial Sustainability and Resource Mobilization

- Lead resource mobilization and donor engagement.
- Oversee financial planning, budgeting, and sustainability strategies.



- Ensure financial accountability and transparency.
- Strengthen partnerships for funding and collaboration.

**5. External Relations and Representation**

- Represent CCC at national, regional, and international levels.
- Lead high-level advocacy and partnership engagement.
- Serve as CCC primary spokesperson.
- Strengthen organizational visibility and credibility.

**6. Organizational Development and Human Capital Leadership**

- Promote strong organizational culture and leadership development.
- Ensure effective HR systems and succession planning.
- Strengthen staff capacity and performance systems.
- Foster teamwork, collaboration, and accountability.

**7. Risk Management, Compliance, and Accountability**

- Ensure compliance with legal, donor, and governance requirements.
- Oversee internal controls and risk management systems.
- Ensure audit readiness and follow-up of recommendations.
- Promote ethical leadership and accountability.

**IV. Competency and Skills Requirements:**

- Strategic leadership and vision
- Organizational governance and management
- Financial and program oversight
- Resource mobilization and partnerships
- Risk management and compliance
- Stakeholder engagement and representation
- Decision-making and influence

**V. Qualification Requirements:**

Education:	<ul style="list-style-type: none"> <li>● Ph.D. or Master’s degree preferred; relevant leadership training is an advantage.</li> </ul>
Experiences:	<ul style="list-style-type: none"> <li>● 12–15 years of progressive leadership experience.</li> <li>● At least 7–10 years in senior executive roles.</li> <li>● Strong experience in NGOs, governance, and donor-funded programs.</li> </ul>



<p>Skills Requirements:</p>	<ul style="list-style-type: none"> <li>• Strong strategic leadership and management</li> <li>• Excellent communication and negotiation skills</li> <li>• Financial and organizational oversight capability</li> <li>• Ability to manage complex stakeholder environments</li> <li>• Excellent communication skills – verbal and writing, in both Khmer and English.</li> </ul>
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**Application Details:**  
 More information about the work of CCC and a detailed position description is available on the CCC website: <http://www.ccc-cambodia.org/en/announcements/jobs>.

Interested candidates are invited to look at the details of the position description and submit a cover letter (express of interest) and application (CV) which address the section criteria clearly indicating the post title expected Salary, and recruitment criteria, along with the updated application, within only one file (**do not attach certificates and recommendations**).

Contact HR Department  
 Phone: (+855) 23 214 152  
 Send your application to email address: [recruitment@ccc-cambodia.org](mailto:recruitment@ccc-cambodia.org)

**Women and people with disabilities are strongly encouraged to apply.** CCC will not hire any person when there is any information that this person has committed abuse on children. Only short-listed candidates will be contacted for interview.