



គណៈកម្មាធិការ
សហប្រតិបត្តិការដើម្បីកម្ពុជា
Cooperation Committee
for Cambodia
Comité de Coopération
Pour le Cambodge

ទស្សនវិស័យ៖ ការអភិវឌ្ឍប្រកបដោយនិរន្តរភាពសម្រាប់ប្រទេសកម្ពុជា
Vision: Sustainable and democratic development in Cambodia

Job Description (JD)

Last Verified Date June 2026

I. Position Information

Position Title	Executive Director	Position Level	Management Level 4
Report to	Executive Committee	Duty Station	Phnom Penh + field Travel

II. Background

The Cooperation Committee for Cambodia (CCC) is a membership based organization which consists of local and foreign NGOs as its members working in diverse sectors in Cambodia. CCC was established in 1990 and officially registered with the Ministry of Interior in 2011.

Vision: Sustainable and democratic development in Cambodia.

Mission: As a membership-based organization, CCC works in inclusive partnership for good governance, enabling environment and sustainability of civil society organizations in Cambodia.

Roles: Coordinate, Monitor, and Advocate.

Core Values: Integrity, Responsiveness, Quality, Cooperation, and Inclusiveness.

For more information about CCC's work, please visit www.ccc-cambodia.org

III. 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

IV. Key Expected Results/ Functions



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

V. 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.



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- 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.

VI. Competencies 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

VII. Qualifications Requirements

Education

- Master’s degree preferred; relevant leadership training is an advantage.

Experience

- 12–15 years of progressive leadership experience.
- At least 7–10 years in senior executive roles.
- Strong experience in NGOs, governance, and donor-funded programs.

Skills

- Strong strategic leadership and management
- Excellent communication and negotiation skills
- Financial and organizational oversight capability
- Ability to manage complex stakeholder environments

VIII. Signature - Job Description Certification

Employee

Name.....Signature.....Date.....

Executive Committee

Name.....Signature.....Date.....