

[Staff name] / Cambodia/South-East Asia programme

Executive Assistant (Deputy Country Manager)

Creation date / update [02/01/2025] and RHRM validation date [02/01/2025]

NB: The job description complements the standard function description which cannot be modified. It should not exceed one page and should provide details on the context (geographical, operational) and the specific tasks of the post (technical or other expertise). Under no circumstances should it create new tasks/responsibilities.

Contextualisation¹

The South-East Asia Geographic Division includes operations in Myanmar, Thailand, Cambodia, Laos, Vietnam and the Philippines. The region encompasses a wide variety of humanitarian contexts, ranging from the civil war in Myanmar, to support to the Vietnamese government in the development of an international standard of rehabilitation services, or to emergency responses to climate-related disasters in the Philippines. Since September 2022, the Geographic Director has been based in Vientiane, Laos, as part of an experiment to assess the value and replicability of a delocalized geographic division. As part of this experiment, the six countries of the geographic division are to be merged into a single program by January 2025.

General Mission

Reporting to the Country Manager, the Executive Assistant (Deputy Country Manager) contributes to the implementation of the regional strategy in the country where s/he is based. In close relationship with regional and country teams, s/he ensures that adequate frameworks, standards and tools are in place in country. Acting as the country managers' Executive Assistant, s/he facilitates country management upon delegation of his/her line manager.

Line Manager: Country Manager (CM)

Duty Station: HI office in Phnom Penh, with travels to intervention areas

Missions / responsibilities²

Mission 1: Support the Country manager in Operational implementation

- Supports the Country Manager in the organization of the country governance, including projects review and regular coordination meetings.
- Supports the Country Manager in organizing and documenting annual strategy review and monitoring; and update the country sheet every year.
- Facilitate visits in country including reporting visits on HI internal reporting tool, drafting ToR, taking appointments, coordinating with support services and welcoming & accompanying visitors.
- Alert the CM or other relevant services in case of problems and contribute to problem identification and recommend actions to be taken.

¹ Mandatory for all positions: Geographical and/or Operational Context

² To be completed only if: combined function descriptions for SS (e.g. specify the tasks/responsibilities that Mr X will carry out in the function of Accountant and Finance Officer) or technical specifications for an operational or technical position (e.g. Project Manager Atlas Logistics/Inclusion Specialist)

- Formalize the monitoring by feeding relevant dashboards.
- Support the CM in controlling and producing adequate and reliable reporting.

Mission 2: Monitor the implementation of HI strategies and policies

- Ensure that internal checklists are designed and used by each department for regular internal control / spot checks during visits to countries, in coordination with the Regional Managers.
- In relationship with relevant regional services, ensure deployment and compliance with HI global frameworks, institutional policies and standards. These include - Security, Code of Conduct and Safeguarding, Anti-fraud, bribery and corruption, PME and Project Quality Framework, Age-Gender-Disability, BeHIInclusive, MPM & REACT.

Mission 3: Implement partnership strategy and process

- Monitor the in-country implementation of HI's global partnership guidelines and of the StratOp partnership objectives and action plan.
- Lead the partnership mapping & capacity assessment process along with the HI support services and relevant departments.
- Lead the regular adaptation and monitor the implementation of the partnership process.
- Lead the organization of strategic exchanges and lessons sharing about partnerships across the country.
- Review partnership agreements with high financial value, in accordance with the partnership process.

Mission 4: Develop HI's external influence in the country

- By delegation of and in close coordination with the Country Manager, represent HI to the local, national, traditional, political, military and diplomatic authorities and bodies, and international organizations and humanitarian mechanisms and coordination systems.
- By delegation of country manager act as functional line manager to the operations unit and support the shared services in hosting donor and media visits.

Mission 5: Emergency Preparedness and Response

- Contributes to the SEA region and Cambodia's emergency preparedness actions and, in an emergency, adapts working methods to contribute to an effective humanitarian response from HI.
- As part of the emergency surge team, participate in or lead rapid assessments and consolidate assessment reports.
- Represent HI in humanitarian coordination meetings.
- Contribute to drafting funding appeals, donor reports, and project proposals related to the response.

Specific mission: In addition, the Executive Assistant (Deputy Country Manager) may undertake any other duty requested by his/her line manager that may be required for the service.

Competencies

“Project management” professional path skills

	Knows	Practices	Proficient	Expert
Assessment			√	
Intervention strategy			√	
Planning, monitoring & coordination			√	
Operational partnerships			√	

Emergency preparedness and response skills

	Knows	Practices	Proficient	Expert
Emergency response			√	
Humanitarian monitoring and emergency preparedness			√	

Other professional skills

		Knows	Practices	Proficient	Expert
PQP	Results and indicators monitoring, project quality review, project evaluation			√	
Global programme management	Public relations / representation / internal-external communication / partnership relations			√	
Advocacy	Participation in networks and promotion of HI advocacy messages to external stakeholders			√	
Capacity building	Training and capacities building			√	
MEAL/IM	Statistical analysis and data visualisation			√	
Security	Security context & risk analysis, Personal security management		√		
Security	Develop mitigation measures linked to humanitarian security approaches		√		
Global programme management	Management of major risks (safeguarding, fraud & corruption, security and major financial risks)			√	

Cross-cutting competences

	Get to know	Practice	Proficient	Expert
Frameworks and references			√	
Office automation and collaboration tools			√	
Stress management			√	
Working together in a global organisation			√	

Language

	A1	A2	B1	B2	C1	C2
Official languages of HI				√		
Language of the country				√		

Experiences and Qualifications:

- Minimum of 5 years of professional humanitarian experience in project management and implementation of projects with partners and consortium.
- Preferably master's degree in the field of international development, development studies, project management, social work/anthropology, communications, public health, education or related areas.
- Minimum of 2 years' experience on projects that address persons with disabilities, physical rehabilitation services, inclusive education, social & economic inclusion, labor-related issues, disability rights; with progressive increase in responsibilities.
- Certification in project cycle management is an asset.
- Experience in networking, and external relations and coordination with various partners and stakeholders, and effectively facilitate partnerships collaboration.
- Experience in coordinating proposals and monitoring grants (institutional donors or private).
- Demonstrated experience in capacities building and training.
- Demonstrated experience in establishing and maintaining systems for supporting project operations.
- Experience in working with local authorities, OPD's, CSO's will be considered as a key asset.
- Experience in working with vulnerable groups and people with disabilities is required.
- Strong negotiation and communication skills are required, especially in collaborative settings with multi-disciplinary teams and colleagues.
- Adaptive to evolving contexts and intercultural environments, ability to anticipate risk or opportunities, with problem solving capability.
- Proficient in English & Khmer with excellent reading, writing, listening & speaking capacity.
- Capable of producing clear, concise and responsible communication suited to the interlocutor.

**Handed over on
Signatures employee and manager**

Manager Signature

Employee Signature

Name:

Name: _____

Date:

Date: _____