



JOB ANNOUNCEMENT – Chief of Party (Consortium Coordinator)

HI, founded in 1982 in Cambodia and working today in more than 60 countries, is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. HI works alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. The organization is one of the few specialized actors on disability that implements programs across various sectors, including physical rehabilitation, health, livelihood, demining, education, support to OPDs and policymaking.

HI put specific emphasis on working directly with national and local organizations including OPDs and Civil Society Organizations (CSOs), authorities, and institutions to ensure a better impact toward the sustainability of our actions.

In Cambodia, HI currently implementing 6 projects in Phnom Penh for national-level activities and provincial-level activities in Kampong Cham, Tboung Khmum, Takeo, Prey Veng, Kratie, Siem Reap, Monduliri, Ratanakiri, Battambang, Pailin, Kampong Speu and Preah Vihear.

- 1) **SHARE Project:** Support a holistic approach for the rehabilitation of adults and children with disabilities. Component - Inclusive Education & Rehabilitation. Funded by MAEE LUX (Jan.2018 - Dec.2027).
- 2) **ATscale Project:** Strengthening government capacity in increasing access and improving management of Assistive Technology (AT) services in Cambodia. Component – Mobility (Rehabilitation). Funded by UNOPS/ATscale (Mar.2023-Feb.2026).
- 3) **ACCESS-2:** Improving quality & inclusive rehabilitation services in Kampong Cham province. Component – Rehabilitation. Funded by DFAT/ACCESS-2 (Sep.2024 – Jun.2028).
- 4) **VA (CfRIV):** Improving physical rehabilitation services to support an integrated approach to Victim Assistance. Funded by UNDP (Sep.2024 – Aug.2025).
- 5) **DARM:** Supporting long-term development and risk management of the Cambodian Self-Help Demining Organization. Funded by US-PM/WRA (Feb.2021 - Jan.2025).
- 6) **ILAB:** Bridging Barriers and Unlocking Potential (B-UP), Improving Access to Decent Work for People with Disabilities. Funded by US-DOL/ILAB (Jan.2025 – Jun.2029).

HI is recruiting one qualified candidate to fulfill the following post:

- Position: **Chief of Party (Consortium Coordinator)**
- Location: **Phnom Penh** (with regular travel to the provinces)
- Contract Type: **Fixed Duration Contract (FDC)**
- Contract duration: **54 Months**
- Working Schedule: **Full time (40 hours per week)**
- Expected starting date: **January 2025**
- Salary and Benefit Package: **Salary rank starting from USD 2,544 (based on the experience) and other benefits are in accordance with HI Cambodia remuneration policy.**

General mission

Depending on the organisation and modalities of the project, the Chief of Party (Consortium Coordinator) reports to the Country Manager. The Chief of Party (Consortium Coordinator) contributes to the implementation of Humanity & Inclusion's mandate and five-year strategy in the region where he/she is based. He/she is in charge of the coherence in the strategy and in the execution of the project. He/she is responsible for optimizing the quality and impact of the project through a delegation system with appropriate control mechanisms. He/she shares responsibility with all HI managers for the sound management and optimal functioning of the overall organisation.

Funded by US-DOL, the Bridging Barriers and Unlocking Potential (B-UP) Project is a 54-month project that aims to increase the responsiveness of Cambodian Organizations of Persons with Disabilities (OPDs) and their key stakeholders to labour exploitation and barriers that impede access to decent work. HI is leading the project, in partnership with the International Labour Organization (ILO) and Cambodian Disabled People's Organization (CDPO).

Line Manager: Country Manager - Cambodia

Missions / responsibilities (*)

Mission 1: Management of the donors and partnership relationship

Responsibility 1: Donor Relations

- Ensure compliance with the donor's rules and respect for contractual commitments: consolidation, control and reporting of operational and budgetary elements.
- Represent HI (and the other consortium members) in all matters relating to the project with local, national, traditional, political, military and diplomatic authorities and bodies, with international organisations and with international coordination mechanisms and systems.

Responsibility 2: Coordination and management of partnerships

- Organise and implement governance schemes for his/her project (ARCI and coordination mechanisms/tools).
- Facilitate internal coordination between his/her team and all relevant departments (Operations, Shared Services, technical teams, MEAL, etc.).
- Ensure coordination with all partners involved in the project / consortium members, and ensure effective communication mechanisms.
- Ensure the overall management of the partnerships/consortium partners and the associated contractual documents (partnership contracts, MoUs, amendments, reports, etc.).

Mission 2: Coordination of operations

Responsibility 1: ensure coherence in project strategy and implementation, in collaboration with relevant departments and in accordance with general standards and procedures

- Ensure joint planning, consistency in project implementation approaches in accordance with the logical framework and within the allocated budget.
- In liaison with the project's governance bodies, in particular the technical resources (HI or partners), ensure the application of HI's quality standards (including technical standards) within the project, and follow up the implementation of recommendations resulting from evaluations, support missions and audits.
- With the support of the [regional] MEAL unit and in coordination with partner MEAL focal points, create, deploy and implement all appropriate tools for project monitoring, evaluation, accountability and learning, in line with HI policies and frameworks.

- Facilitating audits (operational, financial and organisational) and ensuring the implementation of their recommendations in its area of responsibility.

Responsibility 2: Ensure the management and compilation of project data

- Ensure that appropriate data collection and management tools are put in place in the project, in accordance with standard frameworks.
- Ensure that project data is collected and compiled in the project database.
- Carry out regular checks and make any necessary corrections to the activity database in conjunction with the MEAL unit.
- Ensure the archiving and availability of all verification sources (documents) related to the project

Responsibility 3: To contribute to the steering of the transformation of the organisation, in particular through changes in working and management methods and the continuous improvement of work processes

Responsibility 4: develop HI's external influence (forums, operational and strategic alliances, etc.) and the organisation's external representation (events, media) in its area of responsibility

- Relay HI's global advocacy messages to all relevant external parties.
- Contribute to the external influence of HI by participating in relevant networks.

Mission 3: Principles and know-how

Ensuring the deployment of and compliance with global frameworks, institutional policies and HI principles

This includes, among others, the core reference frameworks (e.g. HI Mission and Values; Theory of Change: Access to Services), all HI institutional policies (Security; Code of Conduct and Protection; Anti-Fraud and Corruption; PEAHS and Project Quality Framework; Disability, Gender and Age), all institutional guidelines and processes, delegation thresholds, security levels, etc.

Mission 4: Management

Reference document: https://hinside.hi.org/intranet/jcms/prod_2209931/fr/les-missions-du-manager-version-2021-fr

- Being a role model: embodying HI's values on a daily basis.
- Giving meaning: understanding the strategy, making it explicit, translating it into operational objectives for the team, leading the necessary changes. Give meaning to each managerial action. Encourage the exchange of practices within the department and between departments. Encourage innovation and risk-taking.
- Manage operations: organise the operational management of your team, structure work around identified processes, monitor performance and facilitate problem solving.
- Manager 1st HR and coach: contribute to the development of team members, creating conditions for commitment, professionalism and attachment to HI. Ensure compliance with the code of conduct and institutional policies, the state of mind and the expected individual and collective behaviour.

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 approach by HI.

Specific mission: In addition, the Chief of Party (Consortium Coordinator) may undertake any other duty requested by his/her line manager that may be required for the service.

Experiences and Qualifications:

- Minimum of ten years of experience in project management, supervision, administration, and implementation of cooperative agreement and/or contract requirements (including meeting deadlines, achieving targets, budgeting, and overseeing the preparation and submission of required reports).
- Bachelor's or Master's degree in public policy, international development, social science, anthropology, education, economics, or related field is preferred;
- Minimum of five years' experience working on projects that address labor-related issues, including forced labor and child labor and/or disability rights.
- Demonstrated experience establishing and maintaining systems for managing project operations.
- Ability to maintain working relationships with all project stakeholders and effectively build partnerships between them.
- Experience working in the disability sector is required.
- Strong people, negotiation, and communication skills, especially in collaborative settings with multi-disciplinary teams and colleagues
- Adaptive to evolving contexts and intercultural environments.
- Excellent in speaking and writing in English and Khmer languages, preferably with Test of TOEFL/IELTS score or transcript showing completion of advanced English language coursework.

HI is committed to equal employment opportunities for all applicants. HI is committed to the principle of diversity and particularly welcomes applications from people with disabilities and women.

The successful applicant will be expected to comply with HI's Code of Conduct; Child Protection Policy; Policy on Prevention from Sexual Exploitation and Abuse; Anti-fraud, bribery, and Corruption Policy; and Disability, Gender, and Age Policy.

Applications must be submitted by the **31st of December 2024 at 5 PM Cambodia time** by addressing position title **Chief of Party (Consortium Coordinator)** and should include a cover letter addressing the requirements together with a curriculum vitae (maximum of 4 pages), current photo, names and contacts of two professional references (preferably from line managers) that can support your application.

The position will be closed once a candidate has been identified. Only short-listed candidates will be contacted for an interview. All application documents will be treated confidentially and will not be returned.

Applications are invited to submit their applications by email: recruitment@cambodia.hi.org

Or hardcopy by addressing to:

HR Department

G17 Floor (G1711-13A), GIA Tower, Sopheap Mongkul Street, Diamond Island, Sangkat
Tonle Bassac, Khan Chamkamon, Phnom Penh, Cambodia.
P.O. Box 586, Telephone: +855 (0) 23 217 300, Website: www.hi.org

Women and people with disabilities are strongly encouraged to apply.

Please provide details in your application form / cover letter if there is any specified support in terms of disabilities needs.