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MORODOK ORGANIZATION

Kingdom of Cambodia

Nation Religion King

Job Description – Program Manager

Name	:	
Position	:	Program Manager / Assistant to Executive Director
Duty Station	:	Communes and districts nearby of Koh Kong, Preah Sihanouk provinces
Report to	:	Executive Director (ED)
Supervise	:	Community Facilitator, Field Assistants and Local counterparts

I. Job purpose

The **Morodok's Program Manager** is a full-time Senior Management staff, and acting as Assistant to ED. She/he will work under supervision of Morodok's ED, to take overall management responsibility to lead and support Morodok's project staff to facilitate and coordinate the integrated implementation and management of all Morodok's projects on Community driven change and Social Enterprise Development, such as budgeting, planning, monitoring and reporting on progress of the projects.

The Program Manager will oversee Morodok's project staff to work directly with leaders of CBO groups, youth groups and enterprise groups; help leaders of the groups to building capacity for their members to initiate small proposal development and facilitate the implementation of CBO management plan on NRM and social enterprise development, such as farmer cooperative, producer group networks and marketing, Community Revolving Fund and/or Credit networks and implementation other forms of projects related to CBO capacity building and CBO business enterprise development.

The Program Manager will give inputs to Morodok's Management Team on project management related tasks and perform other duties requested and required by the ED, reflecting on the Mission, Vision of Morodok. As part of their duties, Program Manager will act on behalf of Morodok's ED to coordinate among local authority, technical officials, and various community groups to organize events related to social enterprise development, CBO network on NRM.

I. Responsibilities

1. To provide overall leadership and management responsibility for project team members in the current Morodok structure to manage and coordinate the project development and implementation of action plan that relate to social enterprise development, Community Based Organization network management in order to achieve Morodok's objectives and goals;
2. In cooperation with the Financial Manager, prepare and maintain the budget planning of the project; and revise the budget to ensure that the project activities are implemented smoothly as based on the budget guidelines.
3. In general affairs represent and/or act on behalf of Morodok, to coordinate and negotiate with Government institutions, Network bodies and Local NGOs/CBOs in order to assist community groups to initiate the development and implementation of specialized interventions.
4. To maintain communication and a timely flow of information to the Executive Director of Morodok on situations and events in the project areas. This includes planning, monitoring, reporting, information sharing and decision-making.

II. Leading and Managing tasks:

1. Project cycle management, implementation, and budgeting

- 1.1. Prepare project proposal and action plans that could assist the communities' initiatives for establishing social enterprise development project.
- 1.2. Participate in Management Team meetings; contribute inputs/resources to the development of strategy plans, annual work plans, monthly action plans, and budget plans.
- 1.3. Oversee, monitor and report on the expenditures of the program budget according to the Morodok's policies and procedures, and as approved and/or assigned by the Morodok's ED.
- 1.4. Participate in program evaluations and documentation, and distribute the findings so that lessons learned can be shared.
- 1.5. Act as a resource (trainer, facilitator, and coordinator) by providing and contributing necessary inputs to support training, workshops, exchange visits and other events on a specific topic.
- 1.6. Supervise and coordinate the work of the Community Facilitators, and through them also the Field Assistants, in a spirit of team work and equality.

2. Planning Monitoring and Reporting

- 2.1. Regularly coordinate with program staff, collect and collate data/information required for planning, monitoring, reporting, and prepare draft planning and reporting needs (monthly, 6-monthly, and annually) for the Executive Director.
- 2.2. Coordinate with program staff to prepare regular reports (monthly, 3-monthly, 6-monthly, and annually) for government institutions in both languages English - Khmer. The Program Manager bears primary responsibility for producing these reports.
- 2.3. Coordinate with program staff to prepare case studies (short stories), leaflets, and brochures on the impact of the MORODOK' s work with illustrative Photos.
- 2.4. Maintain and develop the Management Information System (MIS) of the MORODOK and filing system for program documentation (database).

3. Representing and acting on behalf of Morodok

- 3.1. Ensure security safeguards, and when necessary, take safety measures before taking action.
- 3.2. Ensure that project activities comply with the requirements of Morodok's strategy and keep the ED informed on time of any changes that might affect the entire program's work.
- 3.3. Represent Morodok to negotiate and liaise with Govt. Institutions, Authorities, International Agencies and other NGOs; to assist community groups to initiate the development and implementation of any projects and/or organize events related to social enterprise development, Community Revolving Fund and Credit network management.
- 3.4. As part of the Program Managers' duties when requested and required by ED, represent Morodok in network meetings, to jointly organize events and forums, such as community trade fairs and business forums.
- 3.5. Spend as much time as possible in the duty station to learn about the village's situation and develop a relevant strategic response to the villagers' initiatives and needs so that they can manage their situation.

4. Communication and networking

- 4.1. Maintain communication; provide regular updates and information on Morodok's development and project activities to Morodok's ED and share with business cooperative network groups and other partner organizations.
- 4.2. In consultation with the ED, collect and collate case reports/success stories with pictures on farmer cooperative project and business enterprise; and in case of emergencies, verbally update to Morodok's ED on the situation.
- 4.3. Use good judgment and management skills to provide timely reports on the progress of project activities and events in order to provide information sharing to business networks and business partners and/or business advisory councils, in line with Morodok's objectives, goals and strategies.

III. Qualification and values

The Program Manager shall have at least 5 years program management experience, including a proven high level of skill in Program/Project Cycle Management (PCM); writing collect and analyze M&E data to prepare progress report for donors; financial management of non-profit organizations. Having strong commitment, good attitude and tolerance. To be honest, patient and respectful. Ability to communicate and work with community people without discrimination of race, nation, and belief. Ability to work actively and creatively involved in the Morodok Team work activities.

(Note: If necessary, the terms of job description are subjected to change when there is requested and required.)