

## Job Announcement

WPM is Cambodia's leading organization working on issues of gender and peacebuilding. Originally starting up as a youth network among university students, WPM has grown significantly from its mission to support women victims of violence to now working at the forefront of action research, leadership, experiential learning and dialogue at all levels. WPM works at the local level with grassroots communities, at the national level with civil society and key actors, and at the regional level with other NGOs, universities and gender and peacebuilding networks in neighboring countries. WPM is currently seeking potential candidates to fill in the position below:

### Program Manager

<b>Job Title</b>	Program Manager
<b>Location</b>	Phnom Penh (with frequent visit to the fields)
<b>Schedule</b>	Full Time
<b>Salary Range</b>	
<b>Direct supervisor</b>	Executive Director
<b>Application Deadline</b>	25 October, 2018

Program Manager will support the work of WPM towards our core mission of supporting the empowerment of women and youth, transforming conflict, and preventing violence by providing creative tools and space for dialogue, deeper understanding, and strategic intervention on the issues of gender and peace. A crucial aspect of this role will also be managing the staff and programs of WPM, and supporting WPM in becoming a leading voice in the areas of gender and peace, by fostering and linking grassroots women peace leaders from across the country to learn, share, support, and act together for peace and gender equality. The Program Manager will seek to leverage the potential of women leadership and participation in work for peace and gender equality by creating this network.

### Roles and Responsibilities:

- Creating a network of women leaders from across Cambodia in order to facilitate working for peace and gender equality
- Program development, planning and design, including proposal writing
- Overseeing and supervising the staff (staff management)
- Ensuring programs meet the needs and objectives of WPM and funding partners
- Collaborating with partners to carry out and overseeing all program activities
- Preparing budgets and related documents; managing the budget of projects

- Monitoring program progress and regular reporting and communication to the Executive Director and other stakeholders
- Creating and submitting regular program activity and budget reports
- Ensuring delivery of program objectives and achievements
- Resourcefully solves identified problems by implementing creative solutions as part of the management committee members.
- Working with and motivating the team to ensure programs operate effectively
- The roles and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience and as assigned by the Executive Director

**Qualification:**

- Education
  - University Degree or evidence of advanced study in relevant fields
- Experience and Skills
  - At least 3 years of related program management experience (preferable on gender and peace)
  - Managing others, including staff and/or volunteers, to carry out a project
  - Strong organizational and program development skills
  - Demonstrated skills in strategic planning, budgeting and donor relations
  - Well-developed written and spoken communication skills
  - Ability to work with a team as well as individually without much supervision
  - Be a proactive fast learner and passionate about gender and peace
  - Ability and willingness to travel to the fields
  - Demonstrated leadership ability, flexibility, and creative problem solving skills
  - Personable, with an excellent attitude and strong people skills
  - Demonstrated skills in creating networks and fostering links between others
  - A good understanding of gender and peace concept/issues and their intersections and willingness to learn new things
  - Strong Khmer and English proficiency in both speaking and writing formally

**Application Information:**

Interested candidate, please submit your CV and a cover letter (indicating your expected salary) to [renate.t@women-peacemakers.org](mailto:renate.t@women-peacemakers.org) and copied [wpm@women-peacemakers.org](mailto:wpm@women-peacemakers.org) Qualified female candidates are strongly encouraged to apply for this position.

Note: Only applicants selected for interview will be contacted.