

## Role Profile

<b>Overview</b>	
Role	Country Director, Cambodia
Main Purpose	To provide inspirational leadership to the team in Cambodia through sound management of quality programmes, developing donor relationships, ensuring evidence-base and sound risk management processes. This will enable Hope for Justice to grow and maximise opportunities to end modern slavery in Cambodia.
Department	Executive
Location	Cambodia
Reporting To	International Programme Director
<b>Main Duties</b>	
<b>Executive</b>	
<ol style="list-style-type: none"> <li>1. Provide overall leadership of Hope for Justice Cambodia by supporting the culture and values of the organisation</li> <li>2. Ensure that, through the effective recruitment, training and management of staff the country programmes achieve the organisation's goals</li> <li>3. By working within the framework of our operating principles and values, develop Hope for Justice Cambodia's capacity to deliver services that:               <ol style="list-style-type: none"> <li>a. prevent children/youth from migrating and being exposed to slavery, exploitation and abuse</li> <li>b. rescue victims of slavery and exploitation maintaining their dignity and safety</li> <li>c. provide interventions that are of the highest quality with the optimum impact to restore the lives of victims and strengthen their families</li> <li>d. reform Cambodian society through advocacy and awareness raising</li> </ol> </li> <li>4. Take responsibility for in-country strategic planning, business planning, designated proposal writing, budgeting, and fundraising in support of the programme operations</li> <li>5. Represent Hope for Justice to international donors, institutions, INGOs and national authorities in Cambodia through:               <ol style="list-style-type: none"> <li>a. regular liaison with key stakeholders</li> <li>b. collaboration and sharing expertise</li> <li>c. participating in networks and workshops</li> </ol> </li> <li>6. Explore new business development opportunities and funding streams within country</li> <li>7. Contextualise research findings to the work of Hope for Justice to ensure all programmes are evidence-based through:               <ol style="list-style-type: none"> <li>a. personal reading</li> <li>b. attending conferences and research forums</li> <li>c. participating in international webinars</li> <li>d. utilising M&amp;E data and external evaluations</li> </ol> </li> <li>8. Oversee the management and coordination of financial, administrative and monitoring and evaluation activities in Cambodia to ensure that projects meet targets and outcomes within budget and reports are delivered on time</li> <li>9. Understand and empathise with the Christian ethos of Hope for Justice</li> </ol>	

### Child Safeguarding

1. Ensure that Hope for Justice Cambodia operates within the recommended practice for safeguarding children and vulnerable adults in its care
2. Maintain policies, procedures and systems that provide the requisite safeguarding measures for children accessing our services
3. Facilitate regular training for staff in the area of Child Safeguarding to keep the organisation in line with latest developments and research in this area

### Administrative

1. Chair monthly Senior Management Team meetings and ensure minutes are recorded and followed up
2. Participate in monthly Executive meetings
3. Ensure Hope for Justice's All Staff Meetings are shared with the team

### General

- Uphold and work within Hope for Justice's policies and procedures, including Equal Opportunities, Health and Safety and Child & Vulnerable Adult Protection policies
- Promote Hope for Justice's core values of Honoring, Openness, Professionalism and Empowerment across the organisation and partners
- Undertake any other reasonable duties as directed

### Key Result Areas

- Hope for Justice in Cambodia will have a clear strategic direction and strong operational management in line with Hope for Justice's mission statement, values, operating principles and strategy
- Hope for Justice will have a clear profile within Cambodia which will enable advocacy for slavery issues and engagement in the public domain.
- Hope for Justice will have strong reputation and relationships with international donors, institutions and INGOs
- New programmes will be developed through analysis of the context and needs assessments

### Soft Skills

- Leadership
- Creative problem solving
- Emotional intelligence
- Collaboration

### Technical Skills

- Project Management
- Administration
- Technical writing
- Data analysis

### Experience & Education

- Masters or PhD in an appropriate field (social work, psychology, management, international development)
- At least 5 years' experience working as manager of a large project or NGO
- At least 3 years' experience working overseas in development or child-focused programmes