

JOB ANNOUNCEMENT

Habitat for Humanity Cambodia (HFH Cambodia), a Branch of Habitat for Humanity International, is a global nonprofit housing organization bringing people together to build homes, communities and hope. HFH Cambodia has assisted over 18,000 low-income families in Phnom Penh, Siem Reap, Kandal, Takeo, Prey Veng and Battambang, where it has been active since 2003. HFH Cambodia is currently seeking a qualified local candidate to fill in the position of **Senior Manager, Program** based in **Phnom Penh** with some travels to project fields.

Job Responsibilities:

- 1- Establish, improve and maintain active and regular working relationships with internal and external stakeholders (e.g. HFHAPO, HFHHQ offices, Royal Government of Cambodia authorities, donors, partner agencies, and local and international NGOs as requested, delegated, and authorized by the Country Director) to pursue collaborative planning and mutually agreed on objectives toward the quality management of the program.
- 2- Support the implementation of HFHC's strategic plan through development of Program and Operations business plan and leading the annual operating plan and budget process.
- 3- Ensure programs are implemented in ways responsive to the communities, and people in housing need in line with HFHC principles, values, and strategic plan and following HFHI compliance procedures.
- 4- Ensure proper budget monitoring for expenditures for country programs
- 5- Collaborate with Resource Development department on proposal development and donor reporting. Ensure adequate staffing capacity and capability within the department
- 6- Lead, inspire and motivate program staff, fostering a culture of accountability, stewardship, learning, collaboration and teamwork.
- 7- Brainstorm with internal and external stakeholders to formulate effective new ideas and innovative strategies for product development, project & program development, or partnership opportunities, in alignment with the Strategy and Business Planning (SBP).
- 8- Ensure timely progress of innovation and its implementation.

Job Requirements:

1. Uphold and remain committed to the Habitat for Humanity Vision, Mission Statement and Mission Principles.
2. Bachelor's Degree in related fields such as International Development or International Relations or Management or Social Development ; post graduate degree in above fields is preferred.
3. At least 7 years leadership and management experience in a corporate or an international NGO environment, including significant field operations experience running development programs
4. Extensive technical experience of at least three (3) of the sectoral programs, such as, Affordable Housing, Housing Finance and Market Development, WASH, Disaster Risk Reduction, Land and Housing Policy.
5. Ability to thrive in a fast-paced environment;
6. Proven leadership skills with ability to operationalize strategic initiatives into annual operating plans and present new ideas, approaches and insights.
7. Ability to work with a broad range of people representing various backgrounds, levels of training, and career stages;
8. Solid project management skills
9. Good analytical skills;
10. Active networker, experienced negotiator; demonstrated capacity to influence people;
11. Ability to creatively solve problems, including quick and sound decision making;
12. Fluent in written and spoken English;
13. Proficient in MS application (MS Office, incl. Word, Excel, Outlook, and Internet Explorer).

How to Apply:

Interested candidates should apply with a completed **Application Form**, **updated CV** and **Cover Letter** (Do NOT attach other documents) mentioning the position title in the subject line of the e-mail to Human Resources Unit, HFH Cambodia, through e-mail: job@habitatcambodia.org by **31 October 2017**.