

Habitat for Humanity International in Cambodia (HFHC)

Job Description

Name of Position	Senior Manager, Program
Job Grade/Class	
Current Holder	NEW
Based at (Location)	Phnom Penh office, with extensive travel to project areas
Reports To	National Director
Direct report	National Program Manager, Grace Program Manager, Quality Assurance & Technical Support Manager and Market Development Manager
Core Function	<p>The Senior Manager, Program provides leadership and direction to HFHC's programs and ensuring compliance with relevant industry, governmental and HFHI standards and best practices. As a member of the senior management team, the role holder plays a vital role in strategic planning and budgeting initiatives in addition to operational problem-solving. He/she will also support the development and maintenance of the organizational culture that reflects the comprehensive programming operations, promotes accountability and high performance, encourages a team culture of learning, creativity, and innovation, and drive staff to deliver outstanding results.</p>
Main Tasks	<p>Leadership and Management of the Country Programs</p> <ul style="list-style-type: none">• 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.• 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.• 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.• Ensure proper budget monitoring for expenditures for country programs• Collaborate with Resource Development department on proposal development and donor reporting. <p>People Management</p> <ul style="list-style-type: none">• Ensure adequate staffing capacity and capability within the department• Lead, inspire and motivate program staff, fostering a culture of accountability, stewardship, learning, collaboration and teamwork. <p>Innovation and Business Processes</p> <ul style="list-style-type: none">• 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).• Ensure timely progress of innovation and its implementation.
Skills/Attribute and Experience	<p>Minimum Education required</p> <p>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.</p>

Minimum experience required

- At least 7 years leadership and management experience in a corporate or an international NGO environment, including significant field operations experience running development programs
- 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.

Skills and Knowledge

- Ability to thrive in a fast-paced environment;
- Proven leadership skills with ability to operationalize strategic initiatives into annual operating plans and present new ideas, approaches and insights.
- Ability to work with a broad range of people representing various backgrounds, levels of training, and career stages;
- Solid project management skills
- Good analytical skills;
- Active networker, experienced negotiator; demonstrated capacity to influence people;
- Ability to creatively solve problems, including quick and sound decision making;
- Fluent in written and spoken English;
- Proficient in MS application (MS Office, incl. Word, Excel, Outlook, and Internet Explorer).

Supervisor (signature/name): _____

Date: _____

Incumbent (signature/name): _____

Date: _____