

## Habitat for Humanity International in Cambodia (HFHIC)

### Job Description

<b>Name of Position</b>	HYLB Leadership Academy Coordinator
<b>Job Grade/Class</b>	
<b>Current Holder</b>	
<b>Based Location</b>	Phnom Penh office
<b>Direct report</b>	
<b>Core Function</b>	<p>The Habitat Young Leaders Build (HYLB) Leadership Academy is a youth leadership development program that endeavors to train 1 million Asia-Pacific region youth by 2022, helping them to become citizen leaders in building sustainable communities.</p> <p>The Leadership Academy Coordinator is the driver of this program in Cambodia and will be responsible for the overall as well as the day-to-day coordination of all aspects of implementing the Leadership Academy in Cambodia. S/he will lead the implementation of the Leadership Academy strategy in the country. In consultation with the department lead, the HYLB Leadership Academy Coordinator – AP and other relevant staff, the HYLB office will ensure that the targets of the Leadership Academy in Cambodia are met. S/he will train and support the development of country master trainers (CMTs) and country trainers (CTs).</p>
<b>Main Tasks</b>	<p>A. Coordinate HYLB Leadership Academy activities in country</p> <ul style="list-style-type: none"><li>A.1. Formulate training roll-out strategy/plans and establish annual targets</li><li>A.2. Plan and lead country Leadership Academy team meetings</li><li>A.3. Ensure up to date calendar of Leadership Academy in country training</li><li>A.4. Lead, support and assign tasks to country team of trainers</li><li>A.5. Ensure preparation of evaluation, progress and annual reports</li><li>A.6. Regularly coordinate with the country HYLB Coordinator, the AP Leadership Academy Coordinator, and the HYLB regional team to ensure national activities and targets are on track and aligned with the regional plans.</li><li>A.7. Help identify country partners, donors and supporters</li><li>A.8. Join regional HYLB Leadership Academy regular meetings and community of practice/learning circle to be abreast of latest information and plans</li></ul> <p>B. Train and support Country Master Trainers (CMTs) and Country Trainers (CTs)</p> <ul style="list-style-type: none"><li>B.1. Undergo Country Master Training program and become a certified CMT</li><li>B.2. Identify, recruit, train, and support the development and growth of CMTs</li><li>B.3. Support CMTs in planning their training program and schedule</li><li>B.4. Organize community of practice calls/national learning circle to support capacity development of CMTs and CTs</li></ul> <p>C. Monitor and Evaluate Program Data</p> <ul style="list-style-type: none"><li>C.1. Ensure collection of training data using tools provided by AP</li><li>C.2. Ensure proper administration of the Training Database and records</li><li>C.3. Regularly monitor country training statistics to ensure training quality and achievement of targets</li></ul> <p>D. Module development and training assessment</p> <ul style="list-style-type: none"><li>D.1. Coordinate and facilitate the country module review and upgradation based on training assessments and new module materials developed by Center for Creative Leadership (CCL)</li></ul>

- D.2. Ensure quality training standard and integrity of module content across the country
- D.3. Attend regional review of training program, and prepare/report on country experience
- D.4. As needed, ensure the translation of curriculum to local language while preserving quality of the Leadership Academy content and contextualization

**Skills/Attribute and Experience**

**Minimum Education required**

- Bachelor's degree required

**Minimum experience required**

- 2-3 years related experience in youth engagement, training/learning development and team management, and project coordination
- Experience in Learning Program management and Curriculum Development (preferred)

**Skills and Knowledge required**

- Youth Leadership Development
- MEAL (Monitoring, Evaluation, and Learning) for learning programs
- Intermediate skills on Microsoft software (Word, PowerPoint, Excel)
- Strategic thinking, target driven and results oriented
- Persistence in finding solutions to obstacles in order to achieve results
- Passionate about developing young leaders
- Excellent writing and verbal communication skills
- A keen eye for data analysis
- Excellent organizational and administrative skills
- Excellent training and mentoring skills