



Habitat for Humanity International in Cambodia Job Description

Title:	Deputy National Director	Department name:	
Reports to Title:	National Director, Cambodia	Cross-functional Reporting:	None
Location:	Phnom Penh	Job Grade:	11
Direct reports: List titles (or none)	Senior Manager - Program Operations Program Quality Team Senior Manager - Finance & Procurement Marketing & Communication Manager		
Position Summary:			
<p>Reporting to the National Director, the Deputy National Director will have both internal and external facing responsibilities, ranging from program operations to finance and procurement, marketing and communication. The Deputy National Director will partner closely with the National Director to chart Habitat Cambodia's future growth and strategic response to an ever-changing development landscape. The incumbent can be a future successor to the National Director's position after a successful engagement with Habitat Cambodia.</p> <p>Under the direction of the National Director, the Deputy National Director oversees the implementation of the country strategic framework and ensures smooth operations of Habitat Cambodia programs, as well as to promote good stewardship of Habitat's resources by strengthening the program quality team, financial and procurement management.</p>			
Main Tasks:			
<p>Leadership and Strategic Management – 30%</p> <ul style="list-style-type: none"> • Develops, implements, and monitors Habitat Cambodia's strategic and business plans, the annual operating plan and budget that meet commitments to partners in impacting positively on people's housing conditions. and meets long-term Country Business Strategic Plan, the annual operating plan and budget. • Models servant leadership and preserves, upholds, and promotes Habitat for Humanity mission, principles, and core values. • Leads, inspires, and empowers team members through recruitment, development, and engagement of personnel to promote the purposes and achieve the goals of the organization. • Nurtures an organizational culture and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct and related policies. • Represents Habitat for Humanity to different stakeholders in Cambodia such as government, donors, partners, communities, and development communities as needed. 			

Program Operations – 30%

- Oversees successful operations of Habitat for Humanity Cambodia country programs through effective governance and support to programs team at all target areas.
- Support program teams to effectively coordinate across HFH Cambodia departments to streamline approaches and standardize processes for projects implementation.
- Ensure all Habitat Cambodia’s and partners’ activities/results are monitored and reported in a professional manner to internal and external stakeholders.
- Serve as a lead for partner stewardship reports while working with Habitat’s Resource Development team and Marketing and Communications team to prepare each donor report.

Program Quality Improvement – 20%

- Coordinate with PDMEAL Coordinator in following up the program results responding to the agreed log frame based on quarterly and annual reports.
- Work with Senior Manager, Operations and Sectoral Program Managers to ensure that MEAL plans are defined at the start of any project and MEAL activities occur on regular basis.
- Collaborate with the Program Coordination Team and ensure that program designs are based on needs assessment findings (primary & secondary data) and analysis, taking into account crosscutting and multi sector program capacity.
- Ensure collaborative planning with external stakeholders such as UN Agencies, other NGOs and relevant Government ministries.

Financial and Procurement Management – 10%

- Provide the oversight on the management of organization’s budget and its financial activities such as annual budgeting and mid-year budget review, and submission of financial reports to stakeholders.
- Develop, improve and monitor the implementation of quality processes, systems and procedures in Finance and Procurement that is consistent with HFHI’s policies and applicable regulations of the related ministries.
- Support Programs and Resource and Development teams on budget development and review of grant proposals.

Communications and Marketing – 10%

- Manages Habitat Cambodia’s projects and programs’ visibility to Donors, Beneficiaries, and other stakeholders.
- Manages internal and external communications to Habitat entities and other stakeholders.

Success Criteria:

- Habitat Cambodia's Strategic Plan is developed, successfully implemented, and monitored.
- Annual resource targets are met, and strategies are developed.
- Successful operations of Habitat Cambodia Programs and effective management of financial control and procurement.
- Successful development, management, and implementation of Habitat Cambodia’s marketing and communication strategic plan.

Typical Training & Experience

Education:

- A Master Degree in Management, Urbanization, Economic Development, or any related field.

<p>(Education, and Experience - briefly describe the minimum education and/or experience required)</p> <p>Required Knowledge & Expertise</p> <p>(Competencies and other specifics related to this role and level required)</p>	<p>Experience:</p> <ul style="list-style-type: none"> • At least ten (10) years of experience in senior leadership, program operations, program quality, communication and marketing and financial management. • Successful experience in coordinating the institutional capacity building and training staff in the implementation of Performance Management systems. <p>Preferred – in addition to minimum:</p> <ul style="list-style-type: none"> • Strong computer skills with expertise on Office 365 applications. • Excellent people skills and an upbeat and enthusiastic attitude • Excellent written and verbal communication <p>Competencies:</p> <ul style="list-style-type: none"> • Good understanding of logical framework, budget creation and reporting. • Excellent management and interpersonal skills. • Fluency in English (written and verbal). • Excellent written and verbal communication skills in English and Khmer are required, demonstrating sharp critical thinking, presentation skills and problem-solving abilities. • Demonstration of superb organization skills, and attention to detail. • Strong people management skills: able to work across departments, cultures, and contexts to build consensus and coordinated action.
<p>Values and Safeguarding</p>	<ul style="list-style-type: none"> • Active support of HFHI Values: <ul style="list-style-type: none"> ○ Humility – We are part of something bigger than ourselves ○ Courage – We do what’s right, even when it is difficult or unpopular ○ Accountability – We take personal responsibility for Habitat’s mission • Safeguarding: HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity’s code of conduct.
<p>Authorities and Authority Limits:</p> <ul style="list-style-type: none"> • With Payment and Budget Authority per Delegation of Authority (DOA) 	



Working Conditions and Requirements:

Travel Expectations:

International: 5% to 10%

Domestic: Percent of time spent traveling: 15%

Will the individual in this role typically work with children or HFH beneficiaries?

Yes ()

No ()

Form Submitted by:

Date