Job announcement - April 2020

Programme Manager

Cambodia

(Team of 20 people)
Hello! We’re excited to see you found your way to this job opening. That must mean you share our ambition to ensure learners around the world enjoy their fundamental human right to quality education, without exception. We’re looking forward to hearing from you.

But first things first. Allow us to introduce ourselves, drawing on the great mystery behind our name. Since our establishment in 1982, ‘VVOB’ has evolved from a complex (Dutch) acronym to a stand-alone concept meaning education for development:

VVOB stands for ‘commitment’ – to achieve the Sustainable Development Goals by 2030.

VVOB stands for ‘integrity’ and ‘mutual respect’ – in working with our partner organisations across 10 countries/3 continents.

VVOB stands for ‘quality’ and ‘innovation’ – of everything we do in our effort to improve education worldwide.

Do you still feel like you’re in the right place? Great, because we’re hiring a programme manager for our office in Cambodia (Phnom Penh).

A programme manager’s duties in Cambodia

Each VVOB office is headed by a programme manager. As our newly recruited programme manager, you bear the end-responsibility for all VVOB’s operations in Cambodia. In practice, that means you will lead the two programmes which we are currently implementing in partnership with the country’s Ministry of Education, Youth and Sports (MoEYS) and local NGOs. SMART and TIGER focus on strengthening the initial teacher training and professional development of teachers in primary and lower secondary education, more specifically in the areas of mathematics, gender-responsiveness and effective classroom management.
If you’re our next programme manager, your workweek at the office includes the following highlights:

You have a meeting with your right-hand, the deputy programme manager, about financial processes and the draft budget for a multimillion project we’re trying to secure;

You have a discussion with the education advisors in your team about the progress and next steps of the programmes. Any challenges, e.g. in the cooperation with partners, are raised here;

You give a presentation at the Ministry of Education, Youth and Sports on VVOB’s work, especially on gender-responsive education, to Cambodia’s top officials;

Lunch! A perfect way to nurture relationships with the country directors of other international NGOs in Cambodia;

You travel to Battambang to facilitate workshops with VVOB’s partners;

You log in to a Skype meeting to touch base with VVOB’s head office in Brussels (Belgium) on the quarterly progress of VVOB’s activities in Cambodia. You’re well prepared on everything from finances to human resources and any upcoming VIP visits of partners to our programmes, and any other relevant subjects;

You respond to a policy note sent by the VVOB Directors on the new strategic and operational objectives for VVOB in 2022-2030.

In short:
You are a leader and role model who guides and manages VVOB’s programmes, you develop and inspire strong teams and partnerships, and you are a quality communicator and spokesperson.

Still on board? You might just be the person we need... Read on for the specifics.
Who are you?

Your expertise & experience:

- A Master's Diploma/University Degree in Human Sciences, Management, Education or related field; or equivalent by experience;
- At least 5 years' work experience in management (strategy development, planning and coordination, human resources, finances, administration, networking, decision making) of programmes;
- Experience with capacity development processes and strategies, change processes and change management at institutional level;
- At least 4 years' work experience in international development cooperation
- Experience in working with international donors/investors;
- Experience with working in a multicultural team;
- Preferred: work experience in the continent of the program;
- Preferred: knowledge of/experience in education sector

Matching competences:

VVOB core competences:

- Result orientation
- Continuous improvement
- Cooperation

Your competences:

- Analytical and synthesising skills
- Creativity
- Excellent verbal and written communication skills
- 360° empathy
- Reliability
- Development oriented
- Delegating
- Coaching
- Strategic networking and partnership development

This post is only open to EU applicants.
What we’re offering:

• A dynamic working environment in an international context;
• An exciting job in a growing organisation with varied responsibilities and opportunities for professional development;
• An initial salary between € 53,500 and € 66,500 gross per year depending on relevant work experience, plus bonus in case of excellent performance;
• An attractive benefits package including insurances, housing allowance, school fee allowance, annual family home travel ticket and pension savings;

Join us:

As soon as possible

Your duty station:

Phnom Penh, Cambodia

What next?

If this vacancy ticked all your job-seeking boxes, we expect a motivation letter and your cv with two references latest April 26th 2020 in our mailbox recruitment@vvob.org.

Shortlisted candidates will take a written test, go through an interview process (preferably in-person, through Skype if necessary) and an assessment. We will check your references before you’ll receive a final offer.