



សម្ព័ន្ធនាយកដ្ឋាន  
នៃគ្រួសាររបស់ពួកគេ  
To assist vulnerable  
children and their families.

## Term of Reference (ToR) for Damnok Toek Head of Programs

<b>Position:</b>	Head of Programs
<b>Location:</b>	Based in Phnom Penh, with regular travels to other Damnok Toek project sites in Poipet, Neak Loeung, and Kep
<b>Duration:</b>	Open ended
<b>Start Date:</b>	March 2023 or TBD

### 1. BRIEF BACKGROUND INFORMATION

Damnok Toek ("Drop of water" in English and "Goutte d'eau" in French) is a Cambodian organization working with vulnerable children and their families. Damnok Toek runs projects in Poipet, Neak Loeung and Kep in the fields of Child protection, Safe Migration and Disability. More information on the projects and beneficiaries is available on Damnok Toek's website: [www.damnoktoek.org](http://www.damnoktoek.org).

### 2. JOB PURPOSE AND MAIN RESPONSIBILITIES

The **Head of Programs** is:

- part of the organization's Senior Management team (SMT),
- responsible for overseeing the management and implementation of all projects implemented by DT in close collaboration with project coordinators;
- leading the monitoring and evaluation of existing projects to ensure that they meet the best standards of care for the beneficiaries;
- working closely with the SMT to update on significant changes in context that require adapting the projects to ensure expected results and impact;
- working closely with the Head of Finance and Fundraising to develop strong relationships with donors and partners, on communicating the added value and strengths of DT interventions.
- leading strategic thinking and planning exercises involving all key staff to ensure DT remains a renowned actor in child protection, safe migration and disability.

**Program management and quality assurance:**

- Reinvigorate existing programs by inspiring staff to think outside the box (adaptation to contextual changes);
- Create a strategy for the implementation of current programs and new ones,
- Provide assistance to project management at branch locations (goal achievement, assessment and review, budget reviews, and program adaptations);
- Include inputs and advice from main donors on project activities into project cycle management.
- Devise evaluation strategies to monitor performance and quality of the projects and determine the need for improvement;
- Bring about spaces for learning and reflection on DT's projects, focusing on evidence-based learnings documented by project teams;
- Track trends in contemporary development of programming on DT's areas of intervention with special focus on Child Protection and Safe migration and disability;



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#### Donor relations and partnerships

- Support the Head of Finance and Fundraising and the Fundraising team in developing and managing communication to and relationships with donors;
- Lead on the development of program ideas into quality grant proposals through a participatory approach with project coordinators and the Fundraising Technical Advisor;
- Participate in key meetings with partners and coordination spaces with donors to be up-to-date with the relevant information and data for DT programs.

#### Human Resources:

- Ensure an enabling environment for staff performance, recognition and reward to encourage staff productivity, innovation and performance
- Participate in the review of staff job descriptions and setting of performance standards;
- Assist in the recruitment of key project staff;
- Provide induction, training, coaching and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively;
- Develop training plans for key project staff to ensure that the interventions with children and families meet the best interest of the child and ensure best quality of care.

#### Management and representation

- Participate in Damnok Toek's Senior Management to be part of key operational decisions;
- Represent Damnok Toek in key networks and with key actors in Cambodia, together with other SMT members
- Prepare documents to report to Damnok Toek's Board and Steering Board

### 3. MINIMUM QUALIFICATION AND COMPETENCIES

- Local or international candidate with strong commitment and determination;
- University degree in health, rehabilitation, disability studies, social work, or other related field;
- At least 5 years of professional work experience in the field of project management (planning, implementation, organizing, leading, monitoring and evaluation);
- Sound leadership qualities
- Good communication skills;
- Fluency in spoken and written English;
- Fluency in spoken and written Khmer a plus;
- Proactive and creative;
- Will and skills to coordinate and lead others;
- Team player and a role model focusing on 4Es (Effectiveness, Efficiency, Ethics and Environment);
- Ability to work under pressure and meet deadlines;
- Strong interest in projects focusing on child protection, safe migration and supporting children and young adults with disabilities;
- Ability and willingness to travel often to project sites (at least two or three times a month to each project);

### 4. HOW TO APPLY

To apply, please send your CV, a motivation letter with expected salary and other documents to [admin\\_hr@damnoktoek.org](mailto:admin_hr@damnoktoek.org) until **15<sup>th</sup> March 2023**.