



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

Position:	Head of Programs
Location:	Based in Phnom Penh, with regular travels to other Damnok Toek project sites in Poipet, Neak Loeung, and Kep
Duration:	Open ended
Start Date:	1 st December 2023

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 centre-based and outreach projects in Poipet, Kep and Neak Loeung. The main field of activities are: Child Protection, Education, Safe Migration and Disability. More information on the projects and beneficiaries is available on Damnok Toek's website: www.damnoktoek.org.

2. JOB PURPOSE AND MAIN RESPONSIBILITIES

The Head of Programs:

- is part of the organization's Executive Leadership (ELT) and Senior Management teams (SMT).
- is responsible for overseeing the management and implementation of all projects implemented by DT in close collaboration with project coordinators.
- leads monitoring and evaluation of all projects in collaboration with the M&E Lead to ensure that the projects meet the target results.
- works closely with the SMT to update on significant changes in context that require adapting the projects to ensure expected results and impact.
- works closely with the Head of Finance and Fundraising to develop strong relationships with donors and partners, communicating the added value and strengths of DT interventions.
- leads strategic thinking and planning exercises involving all key staff in the organization to ensure DT remains a renowned actor in child protection, safe migration and disability.
- works closely with the HQ team, the Branch Directors, project manager and project coordinators in Poipet, Neak Loeung and Kep.
- prepares documents to submit to the board of DT based on needs assessment to get approval for major changes, including the opening of new and closing of existing projects.

Reporting: Ad interim, the Head of Programs reports to the Steer Board. The reporting line will be adapted to a new organigram within the next months.

Program management and quality assurance:

- Optimise programme quality
 - Review projects and activities to ensure alignment with international standards as well as program priorities, strategies and plans,
 - Provide assistance on the field project management, review and assess goal achievement, and perform ongoing budget reviews and program adaptations.
 - Include inputs and advice from main donors and partners on project activities into project cycle management.

- Support the Monitoring and Evaluation Lead in development of strategies to monitor performance and evaluate impact and apply this data to design improvements in interventions.
 - Bring about spaces for learning and reflection on DT's projects, focusing on evidence-based learnings, ensuring the learning is documented by project teams in the most effective way demonstrating value for money.
 - Leads annual planning process.
- Reinvigorate existing programs by inspiring staff to think outside the box in order to adapt programs to contextual changes in Cambodia, mainly on the field of child protection and safe migration;
 - Track trends in contemporary development of programming on DT's areas of intervention with special focus on Child Protection and Safe migration.
 - 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
 - Ensure that DT keeps and further develops its leading role in the Disability Field in Cambodia through modelling quality support for people with disability, providing trainings and organising/participating in disability groups workshops and meetings.

Donor relations and fundraising

- Support the Head of Finance and Fundraising and the Fundraising team in developing and managing 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.
- Effectively communicate to donors the nature of DT's programs and the challenges faced by field staff in order for them to comprehend the complexity of projects without seeing them firsthand;
- Ensure key donor reports are up to standard.

Partnerships and Representation

- Participate together with other DT reference staff (Executive Director, Deputy Director) in key spaces of coordination with other NGOs, government bodies, etc. to position DT as a relevant actor in Child Protection and Disability in Cambodia
- Continues to explore and develop new opportunities for partnerships and collaborations that are relevant to Damnok Toek's strategy.

Leadership and management

- Is a key member of the Damnok Toek Executive Leadership and Senior Management Teams where key strategic and operational decisions are made
- Participates in board meetings and prepares documents to report to Damnok Toek's Board and Steer Board on program management, achieved results, needs for adaptation, etc.
- The branch directors, social work lead and monitoring and evaluation lead are under the direct supervision of the Head of Programs.
- Ensure an enabling environment for staff performance, recognition and reward of the program team to encourage staff productivity, innovation and performance (e.g. facilities, equipment, duty facilitation, team building etc.)
- Involved in recruitment of key project staff.
- Provides induction, training, coaching and performance review 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.

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 three (3-4) 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 until **17th November 2023**. DT encourages both internal and external candidates to apply for this position.