



JOB DESCRIPTION

ORGANISATION'S NAME	Lutheran Hope Cambodia Organization (LHCO)
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1. JOB DETAILS		
Position Title: Project Manager Project's name: Fullness of Life for Urban Children and Youth Project (FLUCY)	Incumbent:	Hire Date: N/A
Reports to: Head of Program (HoP)	Job Grade:	Date reviewed: N/A
Department: Program	Section:	Work Site: Phnom Penh
2. PRIMARY OBJECTIVE OF THE POSITION (Purpose of Job)		
<p>The Project Manager will manage and lead the Project Coordinator of Fullness of Life for Urban Children and Youth Project (FLUCY) to effectively and efficiently implement all project's activities in the urban target areas, including Pour Sen Chey and Praek Phnov Khan/ District, Phnom Penh Municipality. S/he will work under the supervision of the Head of Program (HoP).</p> <p>The Project Manager will lead the design, implementation, and evaluation of youth-focused programs aimed at fostering social and economic inclusion, enhancing business skills through Technical and Vocational Education and Training (TVET), and improving youth employability. This role involves coordinating stakeholders, managing resources, and delivering impactful projects that address the challenges of unemployment and economic marginalization among young people.</p>		
3. DESCRIPTION OF POSITION RESPONSIBILITIES (Major Duties and Responsibilities)		
<p>Leadership and capacity building:</p> <ul style="list-style-type: none"> • Overall coordination of FLUCY project, facilitating relevant and timely support to field-based staff for quality delivery of the projects. • Promote the profile of the project through active participation in program-focused coordination forums and networks in the assigned area program office/district/province. • Ensure the program unit's complementary and close working relationship with the finance and logistics units of the LHCO Program. • Build a strong sense of team spirit and good personal relations. • Facilitate effective teamwork, coordination and work planning between project team to support project objectives. • Design and deliver business skills training tailored for youth in TVET programs. • Build youth capacity in areas such as leadership, innovation, and market-relevant skills. <p>Program Design and Implementation</p> <ul style="list-style-type: none"> • Supports Head of Program in setting the strategic project plan designation for long-term directions of respective area development program. • Ensure alignment of project activities with organizational goals, visions, mission and core values, project strategic objectives and mode of its operation and donor requirements 		

- Develop and implement programs focusing on TVET, entrepreneurship, and business skills for youth.
- Promote inclusive practices to ensure access to opportunities for marginalized youth (e.g., women, poor, disabled).
- Build good relationships and maintain good communication with all target communities, churches, school teachers, youth, children and local authorities throughout the project implementation
- Assist the team in providing orientation to communities, local authorities, and other stakeholders on all planned activities, required forms, and relevant procedures.
- Conduct regular field monitoring visits in order to monitor projects' progress and assess impacts, understand challenges and needs for future improvement and report to the line manager.
- Provide technical support and guidance to the team in implementing the project activities related to Social Entrepreneurship, Vocational Skills Development, Value Chains, and Education, ensuring adherence to project objectives and quality standards.
- Partner with employers, training providers, and financial institutions to enhance youth access to youth employment and entrepreneurship opportunities.
- Develop frameworks for entrepreneurship support, such as start-up incubation and financial literacy training.

M&E and Reporting:

- In collaboration with LHCO's MEL Specialist, regularly update and maintain M&E frameworks and indicator tracking tools for the projects and ensure that M&E data is regularly reflected on and used as part of an adaptive management system.
- Conduct monitoring visits using the agreed monitoring and observation tools
- Conduct data collection, needs assessment, and baseline/midline/endline surveys, as required.
- Prepare and present the quarterly, semester, annual progress report and update the progress to Head of Program and stakeholders on a regular basis.
- Develop tools and metrics to monitor project progress and measure impact.
- Regularly assess project performance against key performance indicators (KPIs).

Budgeting and Finance

- Prepare annual budget planning, cash flows and budget revision if necessary.
- Develop internal budget control tool for tracking all project related-expenses on a regular basis.
- Check and review all relevant expenses before sending them to supervisor for review/approval.
- Provide a clear and sound explanation on any over and under-spent budget.
- Verify all relevant supporting documents following LHCO's financial procedure and guideline for any financial transaction undertaken by the Project Coordinator and/or Project Officer in order to ensure accuracy and transparency.
- Spot check with sellers and/ or suppliers on any suspected cases found on project related-expenditures and take appropriate action if there is irregularity according to policies

Resource Mobilization and Management

- Manage project budgets to ensure efficient use of resources.
- -Prepare grant proposals and reports to secure funding and sustain programs.
- Coordinate procurement and logistics for program implementation.
- Prepare and review procurement plan according to activity plan following LHCO's

- procurement manual.
- Ensure proper asset management, especially its safety, and consistently control and review.

Relation and Networking and Stakeholder Engagement

- Liaises and collaborates with government partners, NGOs and other networks to bring resources and services to the communities.
- Foster relationships with government bodies, private sector partners, NGOs, and community leaders.
- Keeps updating and sharing any concerns or conflict and lessons learned from communities to the district, provincial and national levels.
- Advocate for policies and practices that enhance youth social and economic inclusion.
- Act as the organization's representative in youth-related forums and networks.

Familiarize yourself with LHCO's policy compliance and additional obligations

- Respect and perform according to the provisions or requirements in every LHCO's policy and manual such as Admin policy, Finance Policy, Procurement Policy, and Operation Manual.
- Be aware of and follow particular policy compliances: Child Protection, the Prevention of Sexual Exploitation and Abuse (PSEA), Child Rights, Gender Commitment, People with Disabilities, Codes of Conduct, Conflict of Interest, Anti-Fraud and Corruption, Information Technology, Asset Management, etc.
- Use, learn, and act on LHCO's feedback and response mechanism (FRM) in a constructive manner.
- Be a role model for staff and the community and applies LHCO's codes of conduct at all times.
- Prepare monthly work plan and report to line supervisor.

4. PERSONAL QUALIFICATION PROFILE

QUALIFICATIONS REQUIRED <i>Detail the level of formal Education and any qualifications required.</i>	<ul style="list-style-type: none"> • At least Bachelor's degree in Social Sciences, Education, Business Administration, or related fields (Master's preferred) or other related fields.
Experience REQUIRED <i>Number of years of relevant experience</i>	<ul style="list-style-type: none"> • Minimum 5-year experience in project management, youth development, TVET, entrepreneurship or economic inclusion programs. • Knowledge of TVET systems, business development, Social Entrepreneurship, Vocational Skills Development, and employment trends. • Proven track record in managing donor-funded projects. • Good experiences in project management (participatory needs assessment, planning, implementation, monitoring, and evaluation) and people management. • Good experiences in narrative project report writing. • Experiences in implementing livelihood and education activities desirable. • Experiences in working with children, youth, marginalized and vulnerable communities, especially with those who are living in urban areas. • Knowledgeable and applicable in Participatory Learning and Action (PLA) tools. • Knowledge of urban poor communities in Phnom Penh is desirable.

SKILLS ESSENTIAL TO THE POSITION <i>Detail any particular knowledge and/or skills required.</i>	<ul style="list-style-type: none"> • Strong leadership and management skill. • Proactiveness and ability to learn quickly • Presentation • Monitoring and evaluation • Communication and coordination • Good at English, both writing and speaking • Good Computer literacy in Ms-Office, such as Word, Excel, PowerPoint, Outlook, Email, and Internet
ESSENTIAL PERSONAL ATTRIBUTES <i>Detail the personal attributes required, e.g., ability to work with others, initiative, creativity, etc.</i>	<ul style="list-style-type: none"> • Be flexible, proactive, and creative • Be committed and patient • Be honest • Be accountable and transparent • Willing to work in remote areas • Working under pressure • Willing to adapt and cope with changes • Open-minded and willing to listen to and learn from others. • Team spirit and attitude of services

5. WORK RELATIONSHIPS

List the individuals, departments and organizations with which this job has the most frequent contact.

WITHIN THE ORGANISATION	OUTSIDE THE ORGANISATION
<ul style="list-style-type: none"> • Program department • Admin and Finance department 	<ul style="list-style-type: none"> • Donor: Mission Alliance • Partner: NGOs and other stakeholders • Government: national and sub-national government. • Community: Parent, Youth, Children, and teachers.

6. ORGANIZATIONAL CHART

Immediate Supervisor Position:	Head of Program
One Step Up Supervisor Position:	Executive Director
The number of Direct Reports:	1 (Project Coordinator)
The number of Indirect Reports:	1 (Project Officer)
Incumbent <i>This Position Description describes the related task and accountabilities and has been explained to me:</i>	Supervisor/Manager <i>This Position Description has been issued to and described by:</i>
Signature/date: _____ Name: Position:	Signature/date: _____ Name: Position: