

Apply today and you could be...

## An Organisation and Programme Management Adviser at Youth Star in Phnom Penh, Cambodia

### What's the context and purpose of the role?

Although Cambodia today is enjoying peace and stability, the country is still recovering from war, displacement and the massive depletion of its human resource base during the Khmer Rouge period. Almost 70% of Cambodia's population is under the age of 30 and many Cambodian youths lack the opportunities to actively contribute to society and Cambodia's development. Youth Star Cambodia offers young people the opportunity to develop their potential through volunteer service, working in disadvantaged communities in the areas of education, health and social development. As an Organisation and Programme Management Adviser you'll strengthen the capacity of the organisation and ensure its continuing development as a leading and professional Cambodian NGO (non-governmental organisation).

### What does the role involve?

- Supporting the director in providing quality leadership and management to the organisation
- Advising on operational and strategic planning processes and reviews
- Supporting the development of a post-volunteer programme
- Providing training and mentoring to programme staff in areas such as volunteer and placement assessment, supervision and management
- Support the implementation of an effective monitoring and evaluation system



### What skills, experience and personal qualities are needed for the role?

You'll need at least 5 years' experience of working as a manager in a voluntary organisation, ideally in a social or youth development context. Experience in staff management, operational and strategic planning as well as developing monitoring and evaluation systems is essential. You'll need excellent facilitation and communication skills and the ability to build relationships with a wide range of people, especially young people. Previous volunteering experience would also be beneficial. Patience, flexibility and the willingness to learn the Khmer language are important, as it will help you to build strong relationships with colleagues and understand Cambodia's society and working culture. A sense of adventure would also be beneficial, as you'll often be travelling around on the back of a motorbike...

### And the rest...

Cambodia is a small country in Southeast Asia, bordered in the west by Thailand, in the east by Vietnam and in the north by Laos. Most of the country's area is flat. The climate is tropical monsoon with 2 distinct seasons, the rainy season from June to October and the dry season from November to May. You'll be based in Phnom Penh, Cambodia's capital, where French villas and street-side cafes perch along tree-lined boulevards with the occasional majestic Khmer building thrown in. There's a bustling market place with fresh fruit, veggies, fish and meat as well as small shops and several western-supermarkets where you can buy imported food (at a price). As well as cooking your own food, many volunteers find it just as easy and inexpensive to eat at local Khmer restaurants. Cambodian cuisine is quite similar to that of Thailand with lots of curries and coconut milk, but not as spicy. Cambodia also produces some excellent coffee and French-style baguettes can be bought at most street corners. The Youth Star office is modern and comfortable with air-conditioning and internet access.