



## Exhibit A - Position Description

<b>Position Title:</b>	Country Director, Cambodia
<b>Position Type:</b>	Full Time / Regular
<b>Reports To:</b>	Global Operations Team
<b>Job Location:</b>	Phnom Penh

### Position Summary

The Country Director (CD), Cambodia is responsible for every aspect of program activities in Cambodia, including:

- Overall resource generation (fund mobilization) for iDE Cambodia programs
- Financial management and accountability for iDE Cambodia programs
- Project accountability to individual donors
- Public identity in Cambodia for iDE
- Country program planning, implementation, and performance review
- Staff management and development
- Developing a pipeline of work in Cambodia

This position reports directly to the Global Operations Department, and receives technical and other support from iDE headquarters staff, iDE Canada, and from other Country Directors and their technical staff. The CD works closely with the iDE offices in Canada and the UK, when funding and program implementation are generated from those offices. As iDE's representative in-country, the Country Director has responsibility and accountability for all of iDE's finances, assets and legal standing in Cambodia.

### Who we are looking for

At iDE, we are passionate about real change that gives people the power to prosper on their own terms. We are the best in the world at developing inclusive market ecosystems that adapt to grow and benefit everyone. Working with our social enterprises, small businesses, and farmers, we create opportunity through human centered designed projects that keep the needs of our clients at the core.

We are looking for someone who shares iDE's values, passion, and commitment. Our selected Country Director will have well developed analytical and financial skills; understand how value chains and supply chains operate; and must have a good understanding of rural marketing and how to sell to the base of the pyramid to create social impact. Above all, our new Country Director must know how to lead, motivate, and inspire a team.

### Major Duties and Responsibilities

#### Strategic Management

Link country activities to the overall strategy and performance improvement targets of iDE as a whole through developing country specific strategies and plans.



### **Resource Generation**

Raise funds for the implementation of iDE Cambodia programs and their expansion by coordinating with international donors and other funding sources. This includes responsibility for:

- Development of funding strategies
- Identification of potential funding sources
- Securing grants
- Cost recovery of appropriate organizational expenses
- Preparation and submission of proposals with coordinated budgets

### **Program Management**

Day-to-day management of programs including:

- Appointment and supervision of program staff for iDE Cambodia
- Review of existing accomplishments, target achievements, and strategies to date
- Implementation of effective decision-making systems – including internal management, etc.
- Overall reporting and communication internally and outside iDE
- Implementation and reporting for all projects
- Responsibility for ensuring that program design is in compliance with iDE's corporate mission and objectives
- Responsibility for ensuring compliance with donor and iDE rules and regulations on program implementation
- Annual review of the performance service providers and grantees
- Other duties and responsibilities as assigned

### **Finance and Administration Management**

Provide administrative and financial management consistent with iDE organizational policies and procedures – in close cooperation with Operations and Finance– to the iDE program in Cambodia. This includes responsibility for:

- Appointment and supervision of financial staff for iDE Cambodia with support from with the Operations and Finance teams
- Development and maintenance of all administrative and financial controls and systems for all aspects of the Cambodia program
- Responsibility for ensuring that administrative and financial procedures, practices and reporting are effective and in compliance with iDE standards and general accounting and administrative guidelines
- Responsibility for ensuring that all Cambodia field offices are run in compliance with established administrative and financial procedures
- Responsibility for ensuring adherence to relevant Cambodian Government regulations concerning operations of not-for-profit organizations in Cambodia and for maintaining the good legal standing of iDE in Cambodia

### **Human Resource Management**

Consistent with iDE organizational policies and procedures and in close cooperation with Operations and other iDE headquarters staff, develop and manage Human Resource functions for all iDE Cambodia a personnel including:

- Preparation of job descriptions
- Identification, funding and hiring of personnel
- Development and implementation of salary and benefit policies and procedures
- Discipline and grievance issues
- Implementation of annual performance reviews for all staff



- Staff induction, professional development and training
- Compliance with Cambodia's labor laws, insurance and tax regulations

### **Liaison**

Maintain collaborative relationships at all levels of the organization, by:

- Ensuring good communication with iDE headquarters, iDE UK, and iDE Canada, including timely submission of program reports, financial reports, planning documents and reports to donors
- Ensuring good communication with other iDE country programs and committees
- Developing and maintaining excellent working relations with relevant donors, national and regional governments, and NGO, public and private sector representatives
- Participating in collaborative efforts with other NGOs, national and local governments, donors, public and private sector partners, etc.

### **Qualifications/Requirements**

- Degree in Agriculture, Business Management, Marketing, Development or related field or equivalent experience preferred; Master's degree or higher preferred
- 5 years relevant managerial experience required; 8 years or more preferred
- Ability to think innovatively and to see where opportunities exist for iDE to use technology (GIS, ICT, etc.) for planning and implementing operations
- Proven experience in supporting social enterprise development and management
- Technical knowledge of WASH, market systems programming, agriculture, or nutrition
- Strong interpersonal skills and the ability to communicate effectively with a range of constituencies and lead a strong team in a diverse community
- Excellent written and oral communication skills
- Ability to work collaboratively and to foster a cooperative environment with peers in other iDE offices
- Proven know-how in monitoring and evaluation and adaptive management
- Proven track record of working in multicultural environment
- Proven ability to manage and effectively use financial management information systems
- Strong management and problem-solving skills; effective use of independent judgment
- English business fluency required
- Proficiency in MS Office suite; experience with G Suite preferred

### **Working Conditions and Physical Demands**

- Frequently required to perform work outside normal work hours
- Frequently required to travel domestically and/or internationally, sometimes in difficult environments
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position

### **Diversity Statement:**

iDE takes pride in our talented and diverse workforce. Minorities, women, and individuals with disabilities are strongly encouraged to apply. Hiring, promotion, and compensation of employees are conducted without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

Salary Range - \$70,000 to \$115,000 Annually