



អង្គការ ក្លាហាន
KLAHAAN ORGANIZATION

JOB DESCRIPTION for the EXECUTIVE DIRECTOR

Job-title	Executive Director
Job-location	Phnom Penh, Cambodia
Reporting to	Chairperson of the Governance Board
Line Management Responsibilities	Research and Campaign Manager Administrative and Accounting Coordinator and the Administrative and Accounting Officer
Status	Full-time, Unspecified Duration Contract
Gross Salary	USD 1,766.4

I. GENERAL DESCRIPTION

The Executive Director is bound by and strongly committed to KlaHaan's code of conduct, office rules and regulations and core values, detailed in the KlaHaan Employee Handbook.

The Executive Director is the key management leader of the KlaHaan Organization. The Executive Director is responsible for developing the organisational strategic plan and overseeing overall management and leadership of the organisation, including the administration, programmatic interventions, and financial management, as well as identifying appropriate future interventions to ensure constant relevance to the external environment.

The Executive Director represents KlaHaan in liaison with key allies and external stakeholders such as government officials, funding agencies, local and international non-governmental organisations (NGOs), media agencies, and other professionals and also represents KlaHaan in other key national networks and other strategic fora.

The Executive Director reports to the chairperson of the GB. Also, the ED provides sufficient information and clear recommendations, in a timely and accurate manner, to the Governance Board to enable the Board to make informed and sound decisions to fulfil the organisation's mission.

II. RESPONSIBILITIES

a. Governance Board (GB) (15% of the time): Works with the GB to fulfil the organisation's mission, strategic objectives and goals.

- Responsible for communicating effectively with the GB and providing, in a timely and accurate manner, all information and documents necessary for the GB to function properly and to make informed decisions.

- Responsible for organising the GB meeting following the by-laws, strategic plan and other guidelines, including scheduling meetings, proposing agendas, and taking and distributing meeting minutes promptly and accurately.
- Responsible for communicating all decisions made by the GB to all staff promptly and accurately and ensuring that those decisions are followed up and correctly implemented.
- Engage with the GB on fundraising efforts, including strategic engagement and donor relationships.

b. Financial Performance and Viability (20% of the time): Develops resources sufficient to ensure the organisation's financial health.

- Responsible for fundraising efforts to support Klahan's mission, including maintaining good relationships and partnerships with existing donors, identifying new funding opportunities and sustaining a fund-raising effort on an annual basis for the financial viability of the organisation.
- Responsible for the fiscal integrity of Klahan, including submission to the GB of a proposed annual budget and financial statements, which accurately reflect the organisation's financial condition.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilisation, and maintenance the organisation in a positive financial position, including:
 - Ensure accountability to donor agencies according to Klahan's finance policies, operation manual, and internal financial control systems.
 - Approval proposals, budgets, plans and reports to donor agencies, the board and the government's relevant ministries.

c. Organization Mission and Strategies (25% of the time): Works with the GB and staff to ensure the mission is fulfilled through programs, strategic planning, public engagement, and outreach.

- Responsible for overseeing the implementation of Klahan's 5-Year Strategic & Organizational Development Plan 2023-2027 that carries out the organisation's mission, including conducting its mid-term review.
- Responsible for strategic planning to ensure that Klahan can successfully fulfil its mission into the future and maintain the future viability and success of programs.

d. Organisation Operations and Human Resource Management (25% of the time): Oversees and implements appropriate resources to ensure the organisation's operations are appropriate.

- Responsible for maintaining the Klahan Employee Handbook and ensuring all staff adhere to Klahan's mission, visions and core values.
- Responsible for signing all notes, agreements, and other instruments made and entered into on behalf of the organisation.
- Responsible for hiring and retaining competent, qualified staff according to the organisation's needs, including overseeing annual performance appraisals.
- Responsible for the effective administration of Klahan's operations.

e. Representation and External Relations (15 % of the time)

- Develops strategic partnerships and alliances with other organisations at the sub-national and national level to establish a presence and maintain an understanding of the women's rights movement as well as galvanise support to strengthen the intersectional feminist movement in Cambodia as well as to understand the aid and development context and the optimal position for Klahan programs.
- Promotes the activities of Klahan to relevant government agencies, funding agencies, diplomats, other non-government organisations, unions and the communities to enhance the status and positive

reputation of Klahaan as an intersectional feminist research and campaign organisation to address gender-based violence in Cambodia.

- Responsible for the enhancement of Klahaan's image and visibility by being active and visible in the women's rights and feminist movement and by working closely with key allies and external stakeholders such as government officials, funding agencies, local and international non-governmental organisations (NGOs), media agencies and other professionals.

III. PERSON SPECIFICATION

- A Master's Degree is preferred, either in human rights, social science, law, political science, liberal arts, or another relevant subject, along with strong technical knowledge in an area related to Klahaan's mission and programs and commitment to women's empowerment and gender equality.
- Minimum 5-7 years of non-profit management experience in a relevant field, e.g., human rights, women's rights and gender, tenure rights and food security, or sustainable community development. Demonstrated experience in leadership and staff management, program development and management, strategic planning, monitoring and evaluation, and public speaking.
- Demonstrated ability to undertake high-level representation and advocacy at national and international levels.
- Solid organisational abilities, including planning, delegating, program development and task facilitation, including experience in designing and implementing workshops, seminars, surveys, monitoring systems, and evaluations, plus research design, data analysis, and interpretation.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community, including grant proposal writing.
- Knowledge and experience managing compliance with diverse donors, including the ability to develop and create budgets and monitor financial status and reporting.
- Excellent interpersonal skills, including effectively leading a team, communicating a vision, making timely and transparent decisions, and managing conflict.
- Strong written and oral communication skills, including quickly synthesising complex technical and programmatic issues into concise communications.
- Computer literate in word.doc and spreadsheets; experience in data analysis and interpretation is highly desirable.
- Experience with staff security and safety issues is desirable.
- Ability and willingness to travel at least 15% internationally within Cambodia and periodically.

Read and Accepted (Job holder)

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Direct supervisor

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