

JOB DESCRIPTION

Deputy Team Leader

Reports to	: Team Leader
Location	: ACCESS Cambodia
ARF (If international)	: C2
Duration	: One year, with possibility of an extension
Closing Date	: September 06, 2019

Summary of Position

The Deputy Team Leader (DTL) will work in close cooperation with, and report to the Team Leader to work with Partners, DFAT and the RGC in the overall strategic direction of the Program. The DTL will assist the TL in ensuring quality of deliverable and overall compliance with DFAT standards. By delegation from the TL, The DTL will also be responsible for the direct supervision of the Head of Operations as well as the Senior Grants Management Officer. As part of the Program leadership and management team, the DTL's distinctive role is to support engagement with key partners and counterparts at both national and sub-national level, to ensure overall quality of implementation and deliverables and to supervise program operations.

The DTL contributes to the overall quality assurance of ACCESS' outputs in line with international best practices and supports the Team Leader to oversee the development of, and coherence between, ACCESS' program team, operating systems, communications, processes, project cycle management system and support the coordination of different aspects of the Program.

Specific Roles and Responsibilities:

Implementation, Planning and Reporting

- Support the Program Team Leader in the preparation of workplans and progress reports and any other ad hoc reports requested and ensure deliverables are submitted on time and meet DFAT and CowaterSogema's reporting standards;
- Be responsive to DFAT's requests and be able to direct them to relevant team members, as needed.
- Support secretariat work for ACCESS' governance mechanisms especially the ACCESS Steering Committee (ASC) and the Competitive Investment Mechanism Panel (CIMP)
- Keep track of discussions and document key action points and meeting records during DFAT/ACCESS meetings or meetings with key partners
- Report progress to the ASC;
- Ensure program implementation applies DFAT safeguards (particularly in relation to child protection and the environment), and due diligence;
- Ensure that the Team Leader and DFAT have relevant, timely, evidence-based and quality inputs for reports, briefs, and plans;

- Provide oversight to the management and implementation of partnership agreements including by ensuring adequate technical support to implementing partners, and cross-learning between partnerships across program interventions;
- Support the Team Leader in engaging and collaborating with other development partners operating in the same geographic location and/or operating in the same technical space;
- Support the Team Leader in monitoring and managing risks associated with Program implementation and outcomes; and
- Contribute to generate comprehensive, interesting and accessible progress reports and evaluation reports in collaboration with the ACCESS Monitoring, Evaluation and Learning Manager in line with the Program approved plans and manuals (operations manual, gender equality and social inclusion strategy, monitoring, evaluation and learning plan, etc., .

Operations

- Supervise and work closely with the Head of Operations and Finance to ensure full understanding of and control over budget forecasts and budget vs actual tracking for the annual workplan;
- Provide support and advice to the TL and Program Team on the management, audit and use of program funds;
- Provide support where required for all services related to the tendering, contracting, contract supervision, contract monitoring and financial management of activities in accordance with Program and Commonwealth Procurement guidelines;
- Ensure compliance with Operations Manual and conduct regular spot checks.
- Oversee adaptation of Operations Manual and procedures to adapt to changing needs of the program;
- Provide guidance, supervision and support to ACCESS team members overseeing service provider contracts to ensure they provide high-level monitoring and professional engagement and performance;
- Provide advice and input into security operations matters and staff briefings in relation to security and advise the TL of any imminent threats.

Grants Management

- High-level monitoring of the disbursement and management of grant funds;
- Provide oversight and advise to the Senior Grants Management Officer (SGMO) for the review and verification of proposed grant disbursements to Partners and capacity support to ensure accounting systems and practices are sound, adhere to best practices and monitor adherence to internal controls, including Partners' management of program grants;
- Supervise the SGMO in regular financial and grants analysis to inform management decision-making and reporting;
- Ensure the SGMO maintains financial systems to track funding and grants, cooperative agreements, including overseeing the ongoing grants tracking function in the program MIS and ensure its effective implementation;
- Support the SGMO in the coordination of partner financial reviews as necessary.
- Supervise the SGMO for the verification, maintenance and updating of grant policies and procedures to ensure compliance with donor regulations. Write and/or edit as necessary to ensure a continuously updated affiliate financial manual/handbook;

- Perform site visits as needed to offer training to affiliate finance staff on grants manual and related financial processes;
- Oversee audit and fraud investigations; and
- Support partners and stakeholders develop fully costed annual plans in support of program activities and in line with DFAT policy.

Communication

- Support the Team leader to manage ACCESS's public affairs and public diplomacy efforts in collaboration with DFAT
- Support Program communications functions including social media posts, writing speeches, talking points, media releases, etc.,
- Supervise the production of program communication products including, but not limited to, information materials, print and audio-visual for media, and other public outreach; and

Others

- Act as Team Leader during TL absence and upon delegation

Skills, Knowledge and Experience

The Deputy Team Leader will have the following, skills knowledge and experience:

- Strong team leadership, risk management, and organisational and management skills;
- 15 years + experience in program management and implementation, preferably in the context of a managing contractor.
- Demonstrated experience in grant management and oversight of program operations
- A demonstrated understanding of development issues in Cambodia and more broadly; including sound understanding of social protection and inclusion in Cambodia;
- Demonstrated ability to develop constructive and supportive working relationship with colleagues and to work effectively with senior government and non-government stakeholders
- High level policy and analytical skills; and
- Excellent cross-cultural, interpersonal and communication skills, including the ability to convey concepts clearly and concisely.
- Knowledgeable and experienced with DFAT contracting policies and procedures highly desirable;
- Ability to analyze, plan and develop appropriate responses to complex situations;
- Highly advanced English written and oral communication skills. Strong Khmer speaking and writing skills considered an asset.

About us

With more than 34 years' experience, CowaterSogema International is Canada's global leader in management consulting services specializing in international development and has managed the implementation of over 800 projects in more than 80 countries around the globe. We work with governments, partner organizations, communities and civil society

to design and implement sustainable solutions that generate lasting social, financial and environmental impacts. Our adaptive approach to management has led to our award-winning work and recognition as one of Canada's Best Managed Companies in 2017 and 2018. Headquartered in Ottawa, Canada, CowaterSogema also has corporate offices in Montreal, Quebec, Paris, France, and Pretoria, South Africa, in addition to project offices in a wide variety of other locations across Sub-Saharan Africa and Asia.

The Australia-Cambodia Cooperation for Equitable Sustainable Services (ACCESS) Program is a three-year (2018-2021) initiative supported by Australia's Department of Foreign Affairs and Trade (DFAT) that aims to improve the sustainability, quality and inclusiveness of services in Cambodia for persons with disabilities and for women affected by gender-based violence (GBV). ACCESS builds on the leadership of the Royal Government of Cambodia (RGC) and existing RGC policies and strategies to Ending Violence Against Women (EVAW) and Disability Inclusion. The Program advances the achievements and lessons from more than a decade of collaboration between the Government of Australia, RGC and local partners on services and reforms to benefit vulnerable Cambodians.

We thank you for your interest in building a better tomorrow with CowaterSogema.

How to apply : Please follow the below link for application .

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