About Us: Chab Dai is an organization dedicated to the eradication of human trafficking and sexual abuse. As we work to eliminate modern slavery, we also continue to develop relationships with our partners and our community. Founded in 2005, “Chab Dai” means “joining hands” in the Khmer language. Keep reading to see how you might join hands with us in the effort against worldwide oppression.

Mission: We seek to end all forms of abuse and modern* slavery globally by building a movement to empower communities, to strengthen systems, and to restore justice and wellbeing with survivors.

Vision: We see a world where communities live in dignity, harmony, and freedom.

Our Core Values:

We are…
1. Collaborative
2. Empowering
3. Innovative
4. Responsible
5. Faith-inspired

About the Opportunity

Title: Project Manager

This position is based in Phnom Penh, Cambodia with travel

Our Community-Based Client Care (CBCC) team has been working with survivors for over a decade. They have helped individuals reintegrate back into their communities after trafficking and exploitation situations.

As Project Manager you will be responsible for the project design, project monitoring and evaluation, project plan, reporting and project implementation. You will facilitate and support team to ensure they are able to provide service support. In this role you will connect with all relevant internal and external stakeholders to ensure that the project is running well, and to budget. You will also lead the team in activities such as team / project update meetings, project administration and staff development.

This role reports to the Head of Programs and is a full time post.

Organisational Collaboration

Chab Dai’s work is comprised of four main areas of work, or what we are calling “thematic areas.” These are: Movement Building, Systems Strengthening, Community Empowerment, and Survivor Restoration. Chab Dai encourages communication between and integration across all areas. The ideal candidate for this position will be prepared to work closely with members of all thematic areas and operating support functions, such as Operations, Human Resources, Finance, and Monitoring & Evaluation.

Key Responsibilities:

- Design the project plan, activities and reporting process.
- Monitor and evaluate the progress of project milestones and achievements.
- Monitor and evaluate the budget and project expenses reporting on variances.
● Maintain relationships with, and respond to, donors.
● Manage the project team and ensure they provide a quality service/support to survivors, family and local authorities.
● Oversee livelihood and vocational support resource offerings to survivors and develop M&E framework for recording and analyzing efforts to outcomes
● Lead the annual Survivor Care forum.
● Consolidate team project reports and share regular updates with the Head of Programs.
● Communicate effectively with all stakeholders including the Chab Dai team, NGO partners and members, Government, survivor’s and local authority officers.
● Conduct monthly check-in meetings with the entire team and document the discussion points.
● Conduct project team meetings and ensure participation at other events such as the staff retreat.
● Ensure all information related to the survivor’s case are completed on the relevant paperwork, are kept securely and data is recorded accurately on the Victim Case Management System (VCMS).
● Any other tasks required by the Head of Programs.

Key Attributes:

● Good leadership skills - you inspire a shared vision for your team.
● A strong communicator with good problem solving skills.
● Integrity - you are honest and open with your time and finances.
● Supportive - assist the survivor and respect their rights and values.
● Empower and motivate the project team to work together to for success.

Requirements & Qualifications:

● Bachelor or Master Degree in Psychology, Management or any relevant field.
● Excellent leadership and organizational management skills.
● Good at problem solving, critical thinking and conflict management skills.
● Experience of working with victims/survivors of abuse/trauma.
● Experience delivering livelihood support/vocational training to survivors.
● Overview of child protection policy and best practice for organisations.
● Ability to work under pressure and respond to deadlines.
● Ability to work effectively with local projects at different stages of organisational development.
● A good understanding of Cambodian cultural issues.
● Commitment to the vision, mission and core values of the Chab Dai Coalition.
● Excellent English and Khmer communication skills both verbal and written.
● Good administration skills, including computer skills in Microsoft Office and Google.
● Be able to travel and stay overnight at the Province.
● Adhere and commit to Chab Dai policies and procedures, including the Staff, Financial, Child Protection, stakeholder and media Policy.
● Committed to the Vision, Mission and Core Values of Chab Dai.

Employee Benefits:

● Holidays (18 vacation days and all Cambodian holidays)
● Leave (Sick, Maternity, Paternity, Special, Without Pay)
● Time Off in Lieu (within one month of overtime)
● Bereavement Payment
● Insurance (health and accident)
- Seniority Indemnity
- Allowance (Transport and phone)