Job Vacancy (Re-Announcement)

The Cambodian Center for Human Rights (“CCHR”) is a non-aligned, independent, and non-governmental organization that works to promote and protect democracy and respect for human rights – primarily civil and political rights – throughout the Kingdom of Cambodia, is seeking a dynamic and professional individual to fill the following position:

Position: Executive Director
Service Term: One five-year mandate, renewable once.
Salary: Level 1 (Grade 1 to Grade 4) depending on qualifications and professional experience and with benefits.

Key Responsibilities
- Manage the day-to-day operations of CCHR and oversee the Management Committee and Project Coordinators;
- Take the lead on strategic direction and ensure the implementation of CCHR’s Strategic Plan;
- Support project staff with project-specific strategic planning and policy implementation;
- Initiate and submit proposals for organizational restructuring;
- Choose and appoint, or hire/replace members of the Management Committee, Project Coordinators and staff, and oversee staff performance evaluation;
- Design projects and lead the drafting of proposals;
- Ensure accountability to donors, the Board of Directors (“BoD”), and other relevant stakeholders;
- Represent CCHR and lobby with key stakeholders including donors, diplomats, government officials, and others on a regular basis, in coordination with the BoDs;
- Represent CCHR with the media on a regular basis;
- Review and approve financial transactions and initiate yearly financial audits; and
- Initiate and oversee continuous improvement of organizational development strategies.

Requirements
- At least a Master’s degree (or equivalent) in international relations, political science, human rights, development, law, or another related field; relevant professional experience may be accepted in lieu of a Masters’ degree;
- At least five years of experience in a leadership role, organizational management, and giving strategic direction to civil society organizations;
- Strong experience dealing with donors and stakeholders;
- Fluency in written and spoken Khmer and English;
- Strong understanding of the human rights situation, especially land rights violations, in Cambodia;
• Strong knowledge of international and domestic law and mechanisms related to human rights;
• Decisive leadership skills;
• Strong advocacy skills and ability to speak in public;
• Good computer literacy (e.g. Word, Excel, Internet, Outlook, etc.);
• Strong interpersonal skills and the ability to work under pressure on challenging and sensitive issues; and
• Highly self-motivated with the ability to work with high levels of responsibility.

Submission of Applications

Interested candidates are invited to submit CVs and letter of interest (two pages max) to our office address: #798, Street 99, Sangkat Boeng Trabek, Khan Chamkamorn, Phnom Penh, Phone number: 023 726 901 or via email at vacancy@cchrcambodia.org. Please indicate the application title/email subject “Executive Director”.

The deadline for the submission of applications: 12 July 2024, at 5:00 pm, Phnom Penh Time

Note:
• This position is for Cambodian nationals only
• CCHR is committed to achieving workplace diversity, and women, LGBTIQ individuals, indigenous groups, minority groups and persons with disabilities are encouraged to apply. All applications will be treated confidentially.
• Only shortlisted candidates will be contacted for interview.
• Application is free of charge.
• Applicants who already applied in 2023 are not eligible to apply again.

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