



# ARCHAEOLOGY & DEVELOPMENT FOUNDATION PHNOM KULEN PROGRAM

## **JOB DESCRIPTION** **(February 2024)**

**Title: Deputy Director / Development and Environment Program Manager**

**Program:** Archaeology and Development Foundation (ADF) - / - Phnom Kulen Program.

### **ADF Overview:**

The Archaeology and Development Foundation (ADF) is a British not-for-profit charity (n.1122750) and is registered as an international NGO in Cambodia. ADF scope is exclusively focused on the Phnom Kulen National Park (PKNP), 40 Km north-east of Angkor World Heritage site.

ADF was originally set up in 2008 to investigate one of the earliest capitals of the Angkor region and its later settlements. It has since been recognized for its achievements in the region due to the quality of its team of Cambodian and international experts, and ADF's cooperation with APSARA Authority and the Ministry of Environment. ADF's main objective is to ensure that its archaeological preservation program is fully integrated with the conservation of the Phnom Kulen natural environmental and with the improvement of livelihood for the local population.

ADF's activities has a panel of three integrated development components: (i) diversify the villagers' economic activities through responsible tourism, sustainable and environmentally friendly agricultural practices (alternative crops and livestock); (ii) protect the parc's biodiversity by zoning, demarcation, reforestation and environmental awareness activities; (iii) improve education and health through hygiene, sanitation and infrastructures in remote schools. These projects are benefitting the 4,900 inhabitants of Khnong Phnom Commune (Svay Leu District) and are implemented in coordination with local and national authorities.

**Duty Location:** Based on Phnom Kulen National Park and Siem Reap town.

**Reporting / Responsible to:** ADF Program Director and the ADF Trustee (s) from ADF charity.

**Working in close collaboration with:** ADF Program Director, Income Generation supervisor, Hygiene and School Program Supervisor, Admin, Financial and Communication Officer, all other ADF team members, and according to ADF Project Activities and Strategic Plan – 2023 to 2025.

NOTE: ADF promotes a team unity approach to ensure that the “Program” goals, objectives and results are obtained with a high degree of quality.

### **General context for the position of the ADF Deputy Director / Development and Environment Program Manager:**

- To work closely with ADF Program Director, the ADF team members and every project partner.
- To work only in the framework of all ADF activities.
- ADF will recognize the ADF Deputy Director / Development and Environment Program Manager's name (as any other person(s) name) who have contributed to any of ADF work, where and when appropriate and according to international norms. Example: publications, reports presentations, maps, and any other work of ADF.



# ARCHAEOLOGY & DEVELOPMENT FOUNDATION

# PHNOM KULEN PROGRAM

## **General Tasks**

- Oversee and provide technical and managerial support to every ADF Development and Environmental programs, ensuring timely delivery of outputs.
- Provide managerial supports to the Archeological component of ADF.
- Be a team player and lead ADF diverse and dynamic team, providing them with technical advice, coaching, guidance, and mentoring to ensure individual and team objectives are delivered to agreed standards, according to ADF project activities, interim plans and overall Strategic Plan – 2023 to 2025.
- Manage particularly closely the development activities of ADF i.e. the Income Generation/Alternative livelihood Component, the Hygiene and Sanitation component, the Environmental component and report to the Program Director, trustee and advisory board.
- Analyze ADF Administration and Financial current systems, identify problems and ensure that they are carried out in a systematic and transparent process, that comply with donors' requirements and ADF standards and protocols.
- Attend all meetings, workshops and seminars as required.

## **Deputy Director / Development and Environment Program Management Tasks**

- Oversee the progress of ADF Hygiene and Sanitation, Alternative livelihood programs in partnership with Agrisud International, HUMY, SEAF, Almayuda, Terre Cambodge, new development and environmental projects, and ensure the timely achievement of their goals, in accordance to ADF Project Activities and Strategic Plan – 2023 to 2025.
- Monitor all key indicators of inputs and outputs (i.e. IG monitoring sheets...) to ensure ADF development progress is achieved according to the relevant project's proposal (example project log-frames and or result based frame works) and ADF Project Activities and Strategic Plan – 2023 to 2025.
- Closely monitor each Development and Environmental Program project, in order to ensure that their respective workplans is implemented in a safe and efficient manner.
- Ensure that all necessary internal documentation is updated and complete in order for each development and environmental team to closely monitor its program.
- Analyze ADF current activities, identify problems, and when appropriate, propose alternatives that fit better with the Phnom Kulen/Cambodian context.
- Closely monitor ADF team activities, for the purpose of ensuring the safety and efficiency of the daily activities and tasks, such as safe transportation of personnel and goods and other logistic matters.
- Ensure activities and financial reports for ADF Development and Environmental programs are achieved on time by the relevant Program Coordinators, and consolidate them into a high-quality, concise and effective report. Submit the final revised versions of the reports (according to ADF report format) to the Program Director on time.
- Actively seek and preselect funding opportunities to support and continue ADF Development and Environmental Program.
- In coordination with the Program Director, design and write new project proposals to enhance ADF Project Activities and Strategic Plan – 2023 to 2025.
- Contribute to ADF current and future Strategy Plan.
- In coordination with the Development and Environmental Program Coordinators and the Admin, Financial and Communication Officer, review their monthly budget, and ensure their expenditure.
- Maintain good communication with all partners and donors of each of ADF Development Program.
- Ensure that through excellent communication, the collaboration between ADF and the local District/Commune continues, in accordance to the Commune Development Plan.



# ARCHAEOLOGY & DEVELOPMENT FOUNDATION PHNOM KULEN PROGRAM

## **Human Resources tasks**

- Ensure that all ADF staff and visitors properly implement ADF House Rules and ADF Rules and Regulations at all times.
- Identify timely ADF staff personnel and professional issues, report to the Program Director and provide plausible solutions, and where appropriate provide relevant counseling and assistance in order to achieve an end to any conflicts.
- Monitor the development of ADF employees, as individuals and as part of the team, and report regularly to the Program Director.
- According to the monitoring of ADF employees' development, propose, facilitate and arrange annual training sessions in specific areas to enhance ADF staff's capacities. (i.e. English classes, software, team building sessions, etc.).
- Assist the Program Director with the recruitment process of any new ADF staff members, volunteers and consultants.
- In coordination with the Program Director improve existing job descriptions and human resources tools as needed.

## **Admin Tasks**

- Assist the Program Director with managerial tasks on a daily basis and/or in his absence.
- On a daily basis, ensure with the Program Director that each member of the ADF team has a specified task and follow up on its implementation.
- In coordination with the Program Director and the Admin, Financial and Communication Officer, review ADF Management, Logistics and Coordination budget, and ensure its proper expenditure.
- Oversee with the Program Director the financial activities performed by the Admin, Financial and Communication Officer, such as payment of salaries, taxes and NSSF payments, etc...
- Prepare with the Program Director the writing progress reports and emails with timely updates of ADF programs as required, including specific information for ADF quarterly Board of Advisors' meeting.
- Prepare with the Program Director the editing (English, layout, etc.) of any reports, proposals, presentations and any other ADF communication material.
- Collaborate, coordinate and communicate with every ADF partners and donors from each ongoing program and ensure that they are implemented correctly.
- Provide activity and final reports for these programs and seek funding opportunities for their continuation, if necessary.
- Organizing, with ADF Admin, Financial and Communication Officer the team meetings and ensure that the minutes meetings are combined.
- Every year, to prepare in coordination with the ADF Director, the ADF annual financial and activities report.
- Seek funding opportunities from other donors to continue ADF Development and Environmental component's operations within Phnom Kulen National park.
- Develop concept paper and project proposal if a funding opportunity arises, in coordination with ADF Program Director.