

JOB DESCRIPTION

Managing Director RABBIT SCHOOL CAMBODIA

Job Title	Managing Director
Name of company	Rabbit School Cambodia
Job type	Contractual
Job Classification	Executive Level
Location of job	Based in Phnom Penh (with occasional travel to province)
Report to	Rabbit School board (chairman)
Reporting	Total team approximately 80 FTE, direct reports 4 FTE (Finance Manager & 2x Operational Manager and fundraising manager)
Deadline	Cover letter and CV should be sent to makruijff@gmail.com & sor.sohearom@rabbitschoolcambodia.net by 15 April 2024

Job Purpose

Rabbit School Cambodia, a Cambodian NGO, is looking for a Managing Director to build and shape the organization and make it future proof. This position will provide day-to-day leadership, decision-making and strategic direction for the Rabbit School organization (RSO).

The Rabbit school is a school for special education headquartered in Phnom Penh. The school was founded in 1997 and provides education to children with intellectual disabilities.

The school offers different types of education depending on the age of the child and level of intellectual disability. With special classes, readiness classes, integrated classes and inclusive education the school caters for those different needs. In addition to this schooling, focused on children until approximately 16 years old, the RSO vocational training center teaches young adults skills they need to integrate into the society and potentially get a job.

In 2014 RSO extended its operations outside of Phnom Penh. Currently RSO consists of 16 schools in 4 provinces with 52 classes. In 2023 RSO supported 682 children with disabilities across the country, of which 198 children attended the largest school in Phnom Penh. RSO currently employs 61 teachers who are specifically trained to work with mental disabilities, while the government has started to contribute by paying 50% of their salaries. RSO is one of the only non-private institutions for children with special needs. With many years of experience, RSO is widely recognized which is also one of the main reasons international donors like Oxfam, Liliane Fonds and Aide and Action have been long lasting partners to RSO.

RSO currently sees an accelerated demand for affordable education for children with special needs (currently in Phnom Penh RSO has a waiting list of approximately 150 children). This drives an urgent need to grow capacity of the school to be able to enroll more children as well as providing full day class programs iso half day classes only. In addition, we face an ongoing push for a further professionalization of the school and vocational training-curriculum. To manage these challenges and many more, we are seeking a passionate and capable managing director who loves the purpose and thrives to build the Rabbit School for the future.

The Managing Director will be the executive decision-maker on the day-to-day running of RSO and specifically the definition and implementation of a long range plan for the coming 5 years. He/she

will provide technical oversight of the strategic direction, the current and future programs, guidance and support to the RSO management team, both based in Phnom Penh and in the provinces.

The MD is end responsible for monitoring and evaluation of all committed activities, finance & fundraising management for the organization, as well as regulatory compliance end to end. He or she also drives towards an ecosystem of partners focussed on people with disabilities, takes care of high-level communication with donors/investors and development of new proposals/tenders. He or she is the “face” of the organization, making sure all stakeholders are continuously engaged. Finally, a very important area of attention is to build an high performance management team, with motivated team-members, who will pro-actively achieve their key performance indicators

The Managing Director’s goal is to guide the RSO towards long-term success. He or she works in close collaboration with and reports to the RSO board.

Key Results

- Development of long-term RSO growth strategy as well as annual plans and related budgets.
- Good cooperation and alignment with partners, investors and donors and successful, innovative new development & fundraising initiated and executed
- High quality and measurable program development and execution, both for schools and vocational training centers, leading to an increasing number of independently functioning young adults with mental disabilities
- Motivated RSO management team, to become a high-performing team.
- Timely and quality financial and audit reports for board, donors and government.

Job Responsibilities

1) Organizational Strategy Development

- a) Developing a high-quality strategy with short- and long-term objectives;
- b) Developing annual plans and budgets;
- c) Analyze future opportunities and threats and provide solutions to ensure RSO’s further scaling and professionalization

2) Development/ fundraising

- a) End responsibility for sufficient funding to execute the RSO strategy and year-plans;
- b) Supervision and support to the Fundraising/ development Manager in new proposal development oversight and setup of partnerships;
- c) Ensure successful representation of RSO especially towards local NGO’s, private sector partners and international donors;
- d) Build trust relations with key partners and stakeholders (government and private) and act as a strategic face for important shareholders;
- e) End responsibility for Contract management with donors.

3) Operations

- a) End responsibility for all operations and business activities, including activity planning for field operations (both school and vocational training), to ensure they produce the desired results and are consistent with the overall strategy and mission ;

- b) Supervise and support to the Program Manager in running and development of the programs
- c) Adherence to legal guidelines and regulations, and in-house policies to maintain the organization legality and ethics;
- d) Preparation of reports, including (formal) annual reports;
- e) Preparation of Board meetings.

3) Quality

- a) Development of effective teaching curriculums;
- b) Have a monitoring and evaluation process in place to measure impact and results of all activity plans running;
- c) Supervision and support to the Teacher Training manager and Vocational training manager to identify opportunities for modernisation and professionalization of teaching and vocational training programmes
- d) Drive the development of a strong monitoring and evaluation system and process

4) Communications

- a) Responsible for maintaining internal communication within Rabbit School Cambodia (including all teachers and employees in the provinces);
- b) Supervision and support to the Fundraising/ development Manager in marketing and communications
- c) Overseeing the core-messages shared on the website and social media;
- d) End- responsible for development of marketing materials and effectiveness

5) Finance, ICT and HR

- a) End Responsible for the organizations financial management;
- b) Always ensuring that all audit recommendations are followed and implemented.
- c) Supervision and support to the Finance Manager in bookkeeping and accounting;
- d) Consult on the development of the financial annual report, audit and financial management policy;
- e) Responsible/overseeing/ setting up necessary and future proof office ICT;
- f) Developing the office general guidelines and HR policies;
- g) Supervising RSO staff and assessing their performance (including yearly performance review cycle)
- h) Ensuring all procedures and processes are followed and in place.

Requirements for the Post

Overall Profile

We are looking for an energetic Managing Director with an entrepreneurial mindset who is a strong leader and team-builder. He or she is ready to lead RSO into its new growth phase and build it into a strong and sustainable organization. He or she is a problem-solver and is strong at building relationships with national and international stakeholders and donors. He or she is able to motivate and coach others. We highly value ambitious and passionate individuals who want to take up the challenge to build a new way of providing support to an ever growing group of beneficiaries with disabilities, who are in urgent need to receive schooling/ training effectively to lead an independent life.

Mandatory Requirements

1) Education

- Advanced university degree (minimum Bachelors degree)

2) Work Experience

- General: The candidate should have experience in managing teams and organizations. The candidate should have at least 5-10 years' experience in a (business) organization of which at least 3-5 years as CEO/or in a senior management position.

3) Professional Skills and Experience

- Familiarity with fundraising, marketing and PR
- Strong strategic and analytical skills with understanding of change management principles, monitoring and evaluation & finance and performance management principles
- Experience in team management
- Relationship management with high-profile (international) stakeholders

4) Language Proficiency

- Kmer (native proficiency)
- English (fluent)

Salary, benefits and contract

Salary & Allowances per month

- Negotiable;
- Benefits: as per RSO policy;

Contract

- Fulltime;
- Open ended, subject to annual renewal (based on annual performance evaluation);
- Six (06) months' probation from the start date;
- Reporting to RSO board

Enthusiastic about the role - we would love to hear from you!

If you are enthusiastic about this description and you believe you could be a strong addition to the Rabbit School, please send your application (CV plus cover letter) to makruijff@gmail.com & sor.sothearom@rabbitschoolcambodia.net by April 15, 2024

For any questions about the role, please contact us by email or call Sor Sothearom at +85592464788

RSO

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Website: www.rabbitschoolcambodia.net