



## Employment Opportunity Deputy Director

The Parliamentary Centre of Asia (PCAsia) is seeking an energetic and motivated candidate to fill the position of Deputy Director of a high profile and dynamic organisation.

### Parliamentary Centre of Asia

The Parliamentary Centre of Asia (PCAsia), established in early 2021 in Phnom Penh, is the successor of the Parliamentary Institute of Cambodia founded in 2011, a transition that reflects an expansion of activities with Parliaments across Southeast Asia and encouraged through an MoU and the Resolutions of the General Assembly of the ASEAN Inter-parliamentary Assembly (AIPA). The mandate of PCAsia is therefore to contribute to the strengthening of Southeast Asian Parliaments through capacity building of their staff, based on the demands or requests of each parliament. It draws on the expertise of national, regional, and international partners (Parliaments and research centres).

### Position description

The Deputy Director will have responsibilities, ranging from administration to project management, human resource management, to financial partner relations. The responsibilities of the role are varied, and require the ability to operate effectively within a multicultural and fluid environment. The ideal candidate is an experienced and innovative manager who pays close attention to details while also able to consider the big picture.

The roles of the Deputy Director are chiefly operational, but also strategic. Operationally, the role is the day-to-day management of the Centre to ensure the effective implementation and reporting of activities. This involves the preparation and the delivery of the approved workplan through the coordination of the Centre's programmes and the functioning of all financial, administration and support mechanisms. In particular, the Deputy Director is responsible for ensuring overall coordination of the PCAsia's activities and reporting, as well as PCAsia's financial accuracy and transparency, in compliance with its financial agreements and its manual of procedures to ensure good governance. The Deputy Director will also work closely to advise and assist the Executive Director in the conceptualisation, planning and support of the development and achievement of appropriate goals and strategies to ensure PCAsia's future growth and strategic response to an increasing demand for the organisation's services.

The Deputy Director will report directly to the Executive Director and is posted at the Parliamentary Centre of Asia's head office in Phnom Penh.

## **Main responsibilities and tasks**

- Ensure the day-to-day management of the Centre.
- Coordinate with Directors, Managers and staff to ensure the timely preparation and implementation of the annual workplan and budget; and reports for all stakeholders.
- Assist the Executive Director in institutional and strategic tasks.

## ***Overall management and administration***

- Day-to-day management of the Centre through the department Directors and Managers to ensure effective provision and delivery of all necessary services for PCAsia.
- Coordinate the Centre's overall activities to ensure the timely implementation of PCAsia's activities from the approved workplan and budget.
- Ensure timely preparation of proposals, annual workplans and budgets, quarterly, six monthly and annual activity and financial reports in accordance with the PCAsia Manual of Procedures (MoP) and financial contractual requirements.
- Ensure the timely reporting to stakeholders (Executive Director, Donors, BoD...)
- Ensure a schedule of implementation is up-to-date for better follow-up and information for all.
- Work to develop and implement an effective M&E system to follow-up and assess the results of the activities according to the logical framework defined in the contractual agreements; including development and monitoring of project budgets to ensure all expenditures are in compliance with PCAsia policies and regulations as well as within budget.
- Coach and mentor relevant staff in financial planning and management skills.
- Provide leadership in implementing programmes.
- Ensure compliance to the PCAsia Manual of Procedures (MoP) all associated systems by all staff.
- Update and improve the MoP to meet the development of PCAsia to include representative office(s) if needed.
- Provide oversight on all human resource management matters, including tracking staff contracts, performance appraisals, etc.
- Ensure a high level of confidentiality and work ethic in the Centre.

## ***Institutional support***

- Support the development of an effective and participatory process for long-range and strategic planning for the Centre.
- Provide analysis and advice to the Executive Director on policy development, fiscal policy, investment and financial management of the Centre.
- Provide recommendations for the development and implementation of policies and procedures, administration management, human resource management and

staff professional development that contribute to the overall strengthening of the Centre.

- Assist or represent the ED in essential leadership activities (strategic planning, donor coordination, long term funding and human resources management).
- Identify best practices and improve internal systems with an eye toward future needs and budget realities.
- Any other tasks as required by the Executive Director

## Required qualifications, skills and experience

### *Essential*

- Higher level qualification in business management, administration, accounting, or related fields from an internationally recognised university.
- At least 10 years in overall management including financial management experience, including budget formulation and human resource management.
- Experience working with NGOs and their financial partners (donors).
- Experience in leading the preparation of workplans and budgets; and the coordination of their implementation.
- Experience managing all procedures necessary to ensure contract compliance.
- Understanding of bookkeeping and accounting procedures in order to provide effective management and guidance of accounting staff.
- At least 5 years' experience in running an operations department providing administration and logistics support to programme activities.
- Experience in human resource management and all associated administration procedures.
- Strong interpersonal skills and experience in functioning effectively in a team environment.
- High level written and spoken English language skills.
- Experience working in Southeast Asia.

### *Desirable*

- Experience working in a parliamentary environment.
- Skills in one of the AIPA Member Parliament's languages and/or French or is an asset.

## *Application Information*

Interested applicants should send a cover letter and CV to [job@pcasia.org](mailto:job@pcasia.org) with "Deputy Director for the Parliamentary Centre of Asia", in the subject line. Salary expectation should be indicated separately. Applications will be accepted until the position is filled. Women candidates are encouraged to apply. The two-stage application process will consist of an interview(s) and trial period. Only short-listed candidates will be contacted.