

# Project Coordinator – for SUSTAIN Project

This position is contingent upon donor approval and funding.

## Background:

DCA established its first office in Cambodia in 1997 after having supported partners since its inception in 1979. Currently, DCA's global strategy focuses on three areas: 'Fight Extreme Inequality' supporting active citizenship and human rights work, 'Save lives' focused on flood and drought humanitarian response, and 'Build Resilient Communities' boosting right to food, sustainable livelihoods, and agroecological food system. DCA approach is working through implementing partners, both NGOs and line Ministries. Up to 2025 DCA Cambodia is cooperating with more than 22 partners to implement various projects.

## Job summary:

The position is responsible for ensuring high-quality project cycle management—including planning, implementation, and close-out—in full compliance with DCA and donor requirements. The role will work closely with the Programme Manager and receive support from the Head of Programme to coordinate thematic working groups and promote innovation and synergy across programmes and projects. The position will also support administrative processes related to Financial Support to Third Parties (FSTPs) and innovation grants, coordinate and ensure the quality of partner reporting, and monitor project implementation to ensure alignment with Value for Money (VfM) principles and Core Humanitarian Standards (CHS).

*This job description does not entails acting in a senior position when required. Regardless of the content of this job description the employee is expected to participate in any task necessary for the organization delegated by the manager at all times.*

## Main Responsibilities:

- **Ensure Quality and Timely Delivery:** Ensure the delivery of high-quality and timely project results through close coordination with relevant internal staff and external partners.
- **Project Planning and Implementation:** Lead the planning, monitoring, and implementation of cross-cutting project activities, including advocacy, research, and capacity-building initiatives for project partners.
- **Monitoring and Coordination:** Coordinate joint monitoring visits in collaboration with programme, finance, procurement, and HR teams. Work closely with partners to schedule visits and ensure timely follow-up on actions identified in the Partner Assessment Reports.
- **Facilitation of Working Groups:** Facilitate and coordinate working group activities in close collaboration with the Programme Manager and designated focal points from partner organizations.
- **Partner Communication and Support:** Serve as the primary liaison with implementing partners, providing ongoing support to ensure project activities are delivered on time, with high quality, and aligned with Value for Money (VfM) principles.
- **Internal Coordination:** Ensure effective collaboration across internal teams—including programme, administration, finance, and operations—to maintain compliance with donor rules and regulations. This includes facilitating timely partner assessments, project monitoring, and reporting processes.
- **Working Group and Thematic Lead:** Coordinate and lead working groups and thematic networks in close collaboration with the Programme Manager and focal points from partner organizations, ensuring alignment and shared understanding across stakeholders.
- **Stakeholder Engagement:** Actively explore and facilitate collaboration opportunities with key external stakeholders such as government entities, EU representatives, NGOs, and other relevant partners. Represent the programme in coordination meetings and working groups.
- **Reporting Coordination:** Take lead responsibility for reminding, collecting, and consolidating narrative and financial reports from all partners. Prepare the consolidated version for Programme Manager review before submission to the Funding Coordinator and onward to

donors.

- **Project Implementation & Coordination:** Lead planning and day-to-day coordination of project activities across advocacy, research, capacity building, and cross-cutting areas; Ensure timely, high-quality delivery of outputs in line with donor and organizational standards; Develop and manage detailed work plans aligned with programme goals and timelines.
- **Partner Support & Capacity Building:** Provide technical guidance, mentoring, and support to implementing partners; Assist partners in developing compliant procurement plans and ensure alignment with policies; Review and monitor partner budgets with the Finance Officer and follow up on external audit findings.
- **Monitoring, Evaluation & Learning (MEL):** With support from MEAL coordinator, develop M&E frameworks, log-frames, and reporting schedules; Conduct data collection, analysis, and reporting to track project outcomes; Conduct field monitoring visits, report findings, and follow up on recommendations; Document and share learnings, case studies, and success stories with the Communications team.
- **Grant Oversight & Compliance:** Monitor project budgets to ensure efficient use of resources and donor compliance; Work closely with Finance, Procurement, and Operations teams to support financial and operational integrity; Coordinate timely submission of high-quality narrative and financial reports.
- **Documentation & Knowledge Management:** Maintain organized project records in line with donor requirements; Stay up to date on sectoral trends and best practices to inform project strategy and innovation.
- **Financial Support to Third Parties (FSTP) and innovation grant:** lead in process and maintain high track records of FSTP and innovation grant.

#### Minimum Qualifications Requirements:

- Bachelor's degree in international development, Social Sciences, Public Administration, Project Management, or a related field (Master's degree preferred).
- Professional training in project cycle management, M&E, or donor compliance is an asset.
- Minimum **5 years of progressive experience** in programme coordination or management roles, preferably within INGOs, NGOs, or donor-funded projects.
- Proven experience in managing **multi-sectoral projects**, including advocacy, media, research, capacity building, and cross-cutting themes.
- Proven experience in working/oversight on the project with multiple partners
- Demonstrated experience in **partnership coordination, localization and capacity strengthening**, including budget review, compliance, and procurement oversight.
- Experience in **designing and managing M&E frameworks** in collaboration with MEAL teams, including data collection, analysis, and reporting.
- Solid background in **grant management and compliance**, particularly with institutional donors (e.g., EU, USAID, UN agencies).
- Experience managing or supporting **Financial Support to Third Parties (FSTP)** and innovation grants, including due diligence, tracking, and reporting.
- **Strong project management skills** with the ability to manage competing priorities and meet deadlines.
- Excellent **interpersonal and communication skills**—able to work collaboratively with internal teams and external partners.
- High proficiency in **budget monitoring, financial tracking, and donor reporting**.
- Strong **analytical and problem-solving skills** with attention to detail

Work related travels are expected in this position.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.