
JOB DESCRIPTION

JOB TITLE: Consultant
UNIT: Programme Unit
RESPONSIBLE TO: Project Leader/s
SALARY RANGE: Levels 9 to 11 on the VBNK salary scale

DESCRIPTION: VBNK is a Cambodian learning organisation supporting the capacity development of a wide range of civil society, public and private sector organisations so that they can contribute more effectively to the social development sector.

The role of Consultant is to be part of the teams delivering VBNK projects and contracts. As set out in detail below this will include activities through the phases of: assessment, design, delivery and completion.

All service delivery projects will have a Principal or Senior Consultant appointed as Project Leader. For all work on that project the Consultant will be responsible to the Project Leader for completion of allocated tasks.

NATURE OF CONTRACT: Unspecified duration following successful completion of a 3-month probation period.

SPECIFIC RESPONSIBILITIES AND TASKS:

- 1. Assessment**
 - Using multiple methods, collect the data required for whole organisational capacity assessments
 - Using multiple methods, collect and analyse the data required for capacity assessments of specific parts of organisations
 - Using multiple methods, collect and analyse the data required for other types of capacity assessment needs, for example for community participation

- 2. Design**
 - Contribute to the design of capacity development intervention processes for organisations and other groups
 - Contribute to the design of VBNK events, such as conferences
 - Develop the M&E framework for small projects
 - Develop materials and resources
 - Plan activities

3. Delivery

- As part of a team, contribute to the facilitation of organisational change processes
- As part of a team, contribute to the facilitation of community and group change processes
- As part of a team, contribute to the facilitation of VBNK events
- Coach individuals
- Deliver training
- Conduct ongoing monitoring of activities to generate the data needed for learning and reporting
- Provide follow up support as required to participants in service delivery and events

4. Completion

- Finalise the monitoring and evaluation of activities after completion
- Collect data for impact assessment
- Ensure that there is analytical documentation of activities detailing lessons learned
- Contribute to any reports required for clients and donors

5. Take an active role in all VBNK internal processes

- Contribute to organisational and unit level planning by making appropriate inputs and contributing own ideas
- Contribute to writing up the organisation plans, reports, etc.
- As required translate relevant documents to a required standard, or edit translations done by other people
- As required provide quality interpretation in programme and organisational activities

6. Undertake marketing and representation activities

- Promote VBNK and its services to external stakeholders as opportunities arise
- Be proactive in service promotion
- Behave professionally at all times when representing VBNK externally

7. General

- Remember at all times that VBNK's sustainability depends on efficient and effective use of all resources in meeting the requirements of contracts and therefore:
 - o Take responsibility for efficient self-management to ensure full and appropriate use of time on chargeable activities;
 - o Meet all agreed deadlines for external delivery and internal needs; and,
 - o Take responsibility for the quality of own work, ensuring appropriate activities and use of resources, with minimum errors and wastage of time or resources.
- Any other reasonable tasks requested by the Programme Director or Executive Director.

PERSON SPECIFICATION:

The candidate should meet following requirements:

- Masters degree in a education or a subject relevant to the social development sector
- Cambodian national with minimum of 4 years working experience as a facilitator, consultant or similar role
- Substantial knowledge and experience of learning, organisational development or civic engagement, including experience in conducting needs assessment and developing effective approaches, objectives and methods to address the identified needs

- Able to assist participants and clients to reflect and learn from their experience
- Committed to working in a team
- Committed to learning and self-improvement, including openness to trying out new learning approaches
- Strong communication skills, including in representation and networking
- Demonstrated strength in self-organising, planning and meeting targets and deadlines