
JOB DESCRIPTION

JOB TITLE: Senior Consultant
UNIT: Programme Unit (PU)
RESPONSIBLE TO: Project Leader/s
SALARY RANGE: Levels 11 - 13 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 the Senior Consultant is to lead teams on small service delivery projects and be part of the teams working on large projects. As set out in detail below this will include activities at all stages of contracts: assessment, design, delivery and completion.

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

SPECIFIC RESPONSIBILITIES AND TASKS:

1. Project leadership

- When undertaking any of the responsibilities and tasks set out below as a Project Leader, the Senior Consultant will be responsible for all aspects of team management, including planning activities, setting performance targets and timetables for delivery, and holding team members accountable for high quality and timely delivery against contract requirements.

2. Assessment

- For small service delivery projects:
 - Negotiate with customers to clarify needs and solutions;
 - Negotiate the scope of work including objectives, deliverables, costs, and timeframe; and,
 - Develop proposals, working with finance staff to develop accurate budgets.
- Using multiple methods, conduct data collection and analysis for whole organisational capacity assessments.
- Using multiple methods, conduct data collection and analysis for capacity assessments of specific parts of organisations.
- Conduct data collection and analysis for other types of capacity needs assessments.

3. Design

- Lead, or contribute to, the design of capacity development interventions.
- Lead, or contribute to, the design of single events, such as conferences.

- Develop the M&E framework for small projects.
- Develop materials and resources needed for small projects.
- Plan activities for the delivery team.

4. Delivery

- Contribute to the facilitation of organisational change processes.
- Lead, or contribute to, facilitation of community / group change processes.
- Lead, or contribute to, facilitation of events, such as conferences.
- Coach individuals and teams.
- Deliver training courses.
- Conduct ongoing monitoring of activities to generate the data needed for learning and reporting.
- Provide follow up support to participants in any of the above processes or events.

5. Completion

- Finalise monitoring and evaluation of activities after completion
- Lead, or contribute to the design, data collection, and analysis of impact assessments
- Ensure that there is analytical documentation of activities detailing lessons learned
Complete, or contribute to, reports to clients and or donors as required

6. 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's plans, reports, etc.
- As required translate relevant documents in a required standard, or edit translations done by other people.
- As required provide quality interpretation in programme and organisational activities.

7. Undertake marketing and representation activities

- Promote VBNK and its services to external stakeholders as opportunities arise.
- Monitor trends of sector needs, and identify possible new clients.
- Be proactive in service promotion.
- Behave professionally at all times when representing VBNK externally.

8. Staff Management and Development, when leading a team

- Provide strong team leadership and hold team members accountable for high quality and timely delivery against contract requirements
- Contribute towards staff appraisals and other assessment processes as necessary
- Support supervision sessions with staff to ensure they have clear performance targets and are held accountable for them, and that they are getting the necessary support for doing their work.

9. 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:
 - Take responsibility for efficient self-management to ensure full and appropriate use of time on chargeable activities;
 - Meet all agreed deadlines for external delivery and internal needs; and,

- 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 subject relevant to the social development sector
- Cambodian national with minimum of 6 years working experience as a consultant, facilitator or similar role
- At least 3 years experience of leading teams for service delivery contracts
- Ability to think analytically, including the ability to develop a rationale for change and analyse complex social issues
- 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 assess the effectiveness of capacity development interventions and to assist participants and clients to reflect and learn from their experience
- Committed to team work and leading teams in a fair and supportive manner
- Committed to learning and self-improvement, including openness to trying out new learning approaches
- Strong communication skills, including for negotiation with clients, representation and networking
- Demonstrated strength in self-organising, planning and meeting targets and deadlines
- Demonstrated strength in planning for team activities and holding team members accountable for meeting targets and deadlines
- Representation and networking skills