



EXECUTIVE DIRECTOR

Responsible to: VBANK Board of Directors

Supervises: Currently, Administration and Finance Unit Director, Programme Unit Directors and Technical Advisors (national and international)

Organisational Overview

VBANK is a dynamic Cambodian learning organisation combining the best of creative, high quality capacity development methodologies. Responding to the diverse needs of communities, civil society organisations, government and private sector, VBANK applies a flexible approach to achieve impact. Strategic planning, organisational and leadership development, facilitation, cross-actualisation and skills training enable VBANK to respond to highly complex social development issues.

Job Purpose

The role of the Executive Director is to take VBANK forward by providing high-order management and leadership to achieve its 2016-2018 Strategic Plan, a strategic change framework that Leadership Development, Community Empowerment, Organisational Development and Results-based Management. Providing the vision and strategic direction to all of VBANK's work will focus on the programme framework, strategic partnerships, branding and reputation, organisational effectiveness and operating model.

Key Responsibilities and Accountabilities

1. Strategic Management

- 1.1.1 Provide organisational leadership to VBANK: reputation and key relationships, program leadership, people management, financial administration and risk management; reporting and compliance.
- 1.1.2 Manage the development, monitoring and reporting of VBANK's strategic directions and plans.
- 1.1.3 Ensure the organisational culture and all aspects of its functioning reflect VBANK's stated values and positions VBANK as a learning organisation across its internal and external practices.
- 1.1.4 Manage change management strategies to improve VBANK's organisational effectiveness, efficiencies, relevance, impact and sustainability.

2. Policy and Board

- 2.1. Together with the Board of Directors, ensure the legality of VBANK's activities.
- 2.2. Ensure VBANK compliance to all Board requirements.
- 2.3. Report against VBANK's 2016-2018 strategic plan taking a results-based approach.
- 2.4. Participate in VBANK Board meetings in an ex-officio capacity.

3. Business Acquisition

- 3.1 Provide strategic leadership and representation and develop fundraising and marketing strategies to strengthen VBANK branding and reputation.

- 3.2 Establish and strengthen relationships with national government, development partners and civil society to identify and leverage partnership and funding opportunities.
- 3.3 Establish and strengthen regional and international links and create strategic connections for potential business and programme development for VBNK.
- 3.4 Manage development of innovative programmes that respond to client needs and produce impact.
- 3.5 Ensure sufficient resources are mobilised to sustain quality assurance of all VBNK's work.
- 3.6 Lead establishment and management of VBNK's social enterprise model to promote sustainability.
- 3.7 Ensure management information systems fully support business development and marketing.

4. Programme development

- 4.1 Identify national and regional capacity development trends, future directions and opportunities.
- 4.2 Together with Directors and Technical Advisors conceptualise innovative programmes and projects.
- 4.3 Provide technical support to programmes as required and ensure programme staff and technical advisors have sufficient new materials and processes to position VBNK as a leading organisation.
- 4.4 Constructively balance and manage any tension arising from VBNK's conflicting organisational needs to be a learning organisation that builds staff capacity with the need to generate income.

5. Learning

- 5.1 Manage VBNK's monitoring, evaluation and learning framework to understand impact of its work.
- 5.2 Lead dissemination of organisational development, capacity building and learning best practices to influence the wider community, establish communities of practice and strengthen branding.

6. Administration and Financial Management

- 6.1 Ensure all administration systems and procedures reflect organisational policy and best practices.
- 6.2 Take overall responsibility for VBNK financial management ensuring effective and efficient use of financial resources adhering to international accountability and transparency standards.

7. Personnel Management

- 7.1 Supervise and manage VBNK Directors and Technical Advisors taking a results based approach.
- 7.2 Manage implementation of VBNK Human Resource Strategy to provide staff with continuous learning and career development opportunities.

8. Additionally

- 8.1 Complete other reasonable tasks requested by the Board, or as required by donors, government, clients or other entities, which contribute to the work and objectives of VBNK.

TECHNICAL SKILLS, EXPERIENCE & KNOWLEDGE

Management and Leadership

- Proven track record of leading and motivating capacity development.
- Significant senior leadership and management experience in the development and delivery of high quality development programmes.
- Experience managing complex change processes and relationships involving a wide range of both internal and external multi-cultural stakeholders.
- High degree of self awareness and an understanding of how to drive and support excellent team performance and individual development in line with VBNK's values and policies.
- Commitment to organisational learning processes and substantive experience using creative processes and tools in organisational development and training events.

Representation and Communication

- Proven track record of success in representing an organization with partners, government agencies, private sector organizations, media and donors at senior level.
- Demonstrable ability to convey complex messages in an appropriate manner to broad and diverse audiences.
- Excellent written and verbal communication skills to motivate, influence and negotiate.
- Familiarity with economic and social development issues in Cambodia and broadly in Asia.

Finance and Funding

- Ability to maximise fundraising from diverse institutions, both local and international.
- High level financial and asset management skills to steer and efficiently manage VBANK budgets.
- Experience in marketing and proposal development.

Risk

- Experience managing security, risk and legal compliance within an NGO context.
- Proven track record of making sound judgments in a range of situations.
- Able to anticipate and manage risks that could threaten VBANK's reputation, operational viability and security.

Strategic Analytics

- Ability to manage the development of, and contribute to, the high level analysis of factors driving capacity development in developing country contexts.
- The ability to 'think politically' understanding motivations, pressures, power dynamics and challenges faced by colleagues, partners, decision makers and other actors; and the ability to generate effective strategies to influence them.
- Proven analytical skills, with the ability to:
 - Take and manage calculated risks based on evidence-based assumptions.
 - Think strategically, maximise adaptability and agility
 - Encourage forward thinking, new ideas and learning from experience.
- Good level of IT literacy and an understanding of how new developments in technology can positively contribute to the aims of an INGO.

Languages

- Excellent communication skills, preferably in both English and Khmer

Education

- Advanced degree in the social sciences, education, organisational development or other relevant field.

VALUES

- Equity.
- Inclusion.
- Quality.
- Personal development.
- Accountability.