



PLANÈTE URGENCE
VOLONTARIAT & DÉVELOPPEMENT
| GROUPE SOS |

PLANÈTE URGENCE NATIONAL DELEGATE CAMBODIA

Consultancy offer

Planète Urgence (PU) is a French association of international solidarity (www.planete-urgence.org), created in 2000, recognised as a public utility under French law in 2009, with its headquarters in Paris (France) and representations in six different countries. Its raison d'être: to strengthen people for a planet of solidarity and sustainability. It works so that everyone can live with dignity and autonomy in a preserved environment. To achieve this, we have set ourselves three missions:

- To preserve endangered forests and biodiversity
- To promote local community development
- To raise awareness of the environment

We are looking for our new National Delegate of Planète Urgence in Cambodia to supervise PU's activities to support our partners in Cambodia including the implementation of a Capacity Building project as part of the ACCES program; the development of volunteering mission, and manage the country administration and development.

The National Delegate of Cambodia will be under direct supervision of the Operations Director of Planète Urgence based in Paris. The National Delegate will represent the delegation office to coordinate and relate with the General Management, ACCES Program Coordinator, and other services in the headquarter and will oversee the management and development of ongoing and new projects with local partners.

The National Delegate missions are:

1) Planète Urgence delegation management and development:

- General supervision and development of the activities of Planet Urgence in Cambodia
- Set up of projects including financing documentation, funders and potential new local partners identification
- Drive and ensure operational reporting of the projects
- Analyze impacts and development of the volunteering missions in Cambodia
- Carry out and drive Cambodia's SWOT analysis (*Strengths – Weaknesses – Opportunities – Threat*) to recommend development plans for the country in link with Planète Urgence general orientations
- Insure the smooth running of the partnership between PU and a possible host organization in the country

2) Oversee the implementation of the EKLORE Project under deployment:

The EKLORE (Environmental Khmer-Led Organization's Resilience and Empowerment) aims at strengthening the capacity of our local partners through:

- Strategic support
- Technical support

- Resource mobilization
- Networking

As part of this project, the National Delegate will be in charge of:

- Insuring the smooth implementation of the strategic and technical support activities.
- Managing the relationships with the partners (beneficiaries and implementing partners).
- Developing new partnerships with capacity building organizations, private companies or any other organization to be involved in the project.
- Designing and implementing the local fundraising strategy
- Driving and ensuring operational reporting of the projects
- Analyzing the impacts of the planned missions

3) Designing of missions for volunteers:

In order to support more local organizations through training and technical support, the National Delegate is responsible for the overseeing of our volunteering missions in strong collaboration with the headquarter in Paris.

- Build and manage relationships with existing local partners
- Identify new local partners and potential areas of intervention
- Identify and conduct volunteering missions meeting partners' needs and formalizing qualitative missions (Congé Solidaire – Civic service – Long Term missions)

Volunteer's support

- Identify the mission that matches the volunteer's profile and present the related budget
- Assist the volunteer prior to departure on the operational aspect (mission's content)
- Assist and follow-up the volunteer during her/his mission Retrieve all factors related to the volunteer's mission (ex: mission report)
- Perform debriefing following the mission together with the volunteer

You may also take responsibilities in transversal projects or development programs and / or develop other countries partnerships in the area (Thailand and Laos mainly).

City: based in Phnom Penh

Position requirements:

The National Delegate proves to be organized, rigorous and dynamic, with excellent interpersonal skills, diplomatic capacities and strong sense of initiative.

She/he oversees the circulation of information, the coordination of all activities of the association within the zone of intervention and ensures the development of a collective spirit with its colleagues of other counties and staff at the headquarter.

In close collaboration with other local involved stakeholders, the Country representative develops courteous and professional relationships with these actors.

Within the scope of representation tasks, she/he represents the structure and commits to convey a positive image of the association and its activities. She/he must prioritize activities when facing increased workload (according to periodical constraints).

- Candidates must imperatively be legally able to work in Cambodia under a national consultant contract

- Full fluency in either English or French required, mastering of the second language strongly appreciated, Khmer would be a plus.
- Important adaptation and autonomy capacity
- Excellent interpersonal ability, diplomacy, service oriented skills
- Reliability, rigor, organization ability
- Knowledge of development issues – Strong interest for social, societal and environmental issues (experience in the field is a strong asset)
- Knowledge and experience of administrative and financial management
- Good workload capacity and excellent communication skills
- Analysis, anticipation and decision skills

Type of contract:

National consultancy – candidates must have all the authorizations needed to offer consulting services in line with the Cambodian Law.

The consulting contract will be signed for 12 months with possible reconduction starting if possible in January 2022.

Proposed fee will be discussed with the applicant.

Interested candidates must submit their application by the 10th of November 2021, interviews to be conducted in Phnom Penh between the 15th of November and 10th of December:

Applications must be sent to recrutement.operations@planete-urgence.org and include:

- **Detailed CV**
- **Covering letter explicitly stating reasons of motivation and fees expected**
- **Names and details (email / telephone) of at least two referees who could be contacted on a possible second stage of recruitment process**