



## Rose Cambodia Rehabilitation Centre (RCRC)

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### Job Announcement

Position: **Director**

Rose Cambodia Rehabilitation Centre, a local Cambodian NGO is a project of Rose Charities Australia and is seeking a **Director** for the organisation, located in Takhmao, Kandal Province. RCRC works with government and local health providers in offering high quality, holistic rehabilitation services to marginalised Cambodians with disability and/or illness. Strengthening the quality and recognition of the physiotherapy profession in Cambodia and promoting disability rights are pivotal to our work.

The position has opened for a Cambodian with a minimum of 5 years experience in the health or disability sector and in particular, NGO management. The selected person will be required to manage the small RCRC team, including therapists, project and administration staff and will have overall responsibility for program and project development and management of operations at RCRC.

#### Requirements:

- A minimum of 5 years experience in management within the NGO sector
- Experience in disability and/or health
- Excellent spoken and written English
- Advanced skills in computers (Windows, spreadsheets, word processing, Internet and Email software)
- Excellent leadership and teamwork skills

#### Staff must follow and apply the following:

- Infection Control and Occupational Health and Safety recommendations
- Convention on the Rights of the Child
- Convention on the Rights of Persons with a Disability

#### Details:

- Monthly salary: To be negotiated, dependent on experience
- Contract: **2 years** with possibility of extension
- To start: **January 2011**

For further information please contact Joanna Thomson by email at [Joanna@roserehab.org](mailto:Joanna@roserehab.org)

To apply for this position please email your CV and cover letter expressing your interest and outlining your suitability for this position to [Joanna@roserehab.org](mailto:Joanna@roserehab.org)

People with disabilities are encouraged to apply.

Closing date for applications: **4<sup>th</sup> January 2012**

Shortlisted candidates will be interviewed.

### Job Description

#### Position: Director

#### Responsibilities

- Manage the implementation of, and coordinate the development of, RCRC's 3 main program areas within the overall vision and goals of the organisation;
  - 1) Clinical Services,
  - 2) Community Awareness and Education, and
  - 3) Professional Development, Partnerships and Research
- Provide management support for RCRC's projects while managing project priorities, developing plans and long term strategies in collaboration with project staff
- Manage all project, administration and finance staff members
- Oversee the financial management of the organisation ensuring financial reports are sufficient and submitted in a timely manner to donors
- Take responsibility for budget management and budget monitoring of all programs, in collaboration with the financial officer
- Take responsibility for overseeing and coordinating monitoring and evaluation of projects, supported by project staff
- Develop and maintain relationships with other health and disability related organisations and Ministries, international and local trainers, partner organisations, other NGOs, media, donors, clients, key government officials, and others
- Ensure compliance with donor regulations
- Oversee the management of grants and budgets and report regularly to supervisor
- Seek funding opportunities and raise additional financial support for RCRC projects through to ensure financial stability for the organisation, in consultation with Rose Charities Australia
- Raise additional support for RCRC through proposal and report writing and other channels, as necessary
- Identify new opportunities for RCRC involvement in Disability awareness in Cambodia and physiotherapy skill development
- Maintain local administrative policies and procedures
- Be directly engaged in the continuing development of the organisation, its mission and its staff, through the sharing of experience and knowledge
- As job descriptions cannot be exhaustive, the position holder may be required to undertake other duties that are broadly in line with the above key duties