

Job Description

Position Title	Business Integrity Programme Manager (Basic monthly salary ranges from USD 1,470 to USD 1,850 plus benefits)
Type of Contract	Full-time employment under one year fixed term contract (renewable)
Starting Date	November 01, 2016
Reporting to	Director of Programmes
Duty Station	Phnom Penh Office, Cambodia
Name of Programme	Business Integrity Programme (BIP)

Background

Transparency International Cambodia is the National Chapter of Transparency International Secretariat based in Berlin, Germany. With more than 120 Chapters worldwide, we work with all relevant stakeholders including the government, civil society organisations (CSOs), development partners (DPs), private sector, media and individuals to promote integrity and reduce corruption.

The Business Integrity Programme (BIP) has been well integrated into TI Cambodia's strategy since 2014. The BIP seeks to work with the government and businesses to improve an enabling environment for businesses to thrive and promote clean businesses in Cambodia. The programme seeks to achieve the following outcomes:

Outcome 1: Improved coordination amongst the private sector to establish platform for business integrity and on anti-corruption.

Outcome 2: Increased participation by the private sector in applying CIS in their company.

Outcome 3: Enhanced knowledge and understanding of corruption among business community.

1. Overall Goal:

To manage the implementation of Transparency International Cambodia's Business Integrity Programme by working with corporate clients to deliver Business Integrity Services – support for development and implementation of anti-bribery policies and procedures and delivery of relevant training.

2. Objectives:

- a. Execute and further develop the Business Integrity Programme to ensure the relevance and success of the programme;
- b. To work closely with TI Cambodia's Business Integrity clients to deliver advisory and training services and overall implementation of corporate integrity systems; and
- c. Build a platform for collective action and advocacy to promote clean businesses in Cambodia.

3. Overall Responsibilities:

- Work closely with the Director of Programmes to plan, execute and monitor the Business Integrity Programme of TI Cambodia;

- Work closely with the Senior Programme Officer to deliver corporate integrity systems to TI Cambodia's corporate clients including development of anti-corruption policies/procedures and development/delivery of customised training modules;
- Supervise the team and play a leading role in delivering and achieving the expected outcomes, outputs, and results/impacts of the programme as stipulated in the Result Framework.
- Contribute to evidence based research and briefs on key business integrity issues
- Facilitate the formation of collective action for business integrity in Cambodia
- Ensure smooth and effective day-to-day operation and implementation of the programme and ensure an effective management of BIP's finance;
- Keep track and monitor progress of the programme;
- Contribute to the production of regular result-oriented reports of the programme to the Management, the Board and donors;
- Ensure effective communication with key stakeholders from the government, chambers of commerce and businesses. Provide important business briefs on relevant subjects to all stakeholders; and
- Perform other tasks, which are required by the Director of Programmes and Executive Director of TI Cambodia.

4. Expected results and impacts of the programme:

- Expected outcomes, outputs and impacts of BIP, which are stipulated in the Result Framework, successfully delivered on time and within the allocated budget;
- Effective Monitoring and Evaluation of BIP ensured and enhanced;
- Regular reports and updates produced and presented to the Management Team, the Board of TI Cambodia and the donors;
- Improved internal expertise in anti-bribery principles, corporate integrity system and private sector cooperation;
- Capacity to deliver training and implement the corporate integrity system enhanced; and
- Further strengthened the Business Integrity Programme's private sector network

5. Qualifications and Experience

- At least a Master's Degree in Business Administration, Accounting, Auditing, Finance or another related field;
- At least 3 years of experience in managing projects with reputable business entities or development partners in Cambodia or the region;
- Previous experience of working with compliance and/or risk management
- Understanding of the Anti-Bribery Policy and the Business Principles for Countering Bribery is an asset;
- Extensive knowledge and understanding of the business context and the complexity of business operation in Cambodia and ability to work well with relevant stakeholders including the government and businesses;
- Experience in working with government officials and business sector
- Ability to build and maintain good communication and relationship with stakeholders
- Experience in developing interactive training materials and delivering training programmes is an asset;
- Willingness and be determined to promote integrity and fight against corruption in the business sector in Cambodia;
- Willingness to work as part of a dynamic team to implement the Business Integrity Programme with TI Cambodia in the long term;
- Fluency in English and fluency in Khmer is considered as an advantage;
- Be committed to TI Cambodia's core values and policy; and
- Possess an excellent inter-personal skill, be a result-oriented and creative person who requires minimal supervision.