



Recruiting: Project Manager

Animal Rescue Cambodia (ARC) is hiring a Project Manager for a 6-months research & roadmap development project on disaster preparedness

Who we are

We are a local animal welfare organization with the mission is to create sustainable animal welfare and end suffering for dogs and cats in Cambodia. To achieve our goal, we focus on:

1. Humane animal overpopulation control, increased animal health, care & refuge for animals in need
2. Inspiring human behavior-change & emergency response assistance
3. Improving the quality of veterinary care
4. Supporting the implementation of animal welfare legislation

Who we need

We are seeking an experienced Project Manager, full-time, as follows:

The duration of this position is between October 2022 and March 2023 (6 months) with the option of extension to implement the project findings.

As a Project Manager, you will **independently lead a new ARC project** to analyze disaster preparedness in Cambodia and create a roadmap to increase the resilience of Cambodian families with companion animals (cats, dogs) to natural disasters. You will work closely with an ARC Assistant under your management. You will report directly ARC's Director.

You are experienced in **handling scientific data** (statistics, sources, etc.), **working with local communities** (interviews, assessments, etc.), and **relationship building on all levels including Government bodies** (local authorities, etc.). You handle personal and digital communications professionally and with excellent English and Khmer proficiency.

You are able to achieve a project objective without micro management, meaning you **proactively** identify key stakeholders, determine what information is needed, make appointments, gather the relevant facts, and document it centrally. Correct, clear and understandable project documentation (administrative work) is also your responsibility.

Based on the information gathered, you are able to **develop a clear roadmap** (tasks, timeline, HR, resources, budget) with specific and detailed action steps to strategically elevate disaster



relief in Cambodia (e.g. the number of workshops in X most at-risk communities/schools, which are XYZ, etc.).

About 25%-50% of your time will be spent traveling to local communities, Government representatives, and other stakeholders within Cambodia.

As a Project Manager, you have the ability to **manage your time effectively**, as well as your Assistant's time, tasks, and performance. You make a plan for the 6 months and adjust it meaningfully based on the findings as the project progresses.

You are an ideal fit if:

- You are a proactive self-starter with intrinsic motivation.
- You have a friendly and pleasant personality.
- Building relationships - from community to Government level - is natural to you.
- Do you already have a network on Government and community level related to animal welfare, e.g. with the Ministry of Agriculture? Even better!
- You are familiar with a scientific/academic way of working and apply it correctly. You have a Bachelor's or Master's Degree in community or animal welfare-related fields.
- You are able to think and work strategically and logically. You have a reason for everything you do, tasks you conduct, and steps you take.
- You are able to make your own work plan, based on the project objectives given. You manage your own time and tasks, as well as those of your Assistant.
- Whenever you encounter a problem you are not familiar with, you are able to find a good solution independently. Your natural leadership skills help you with this.
- You are able to make project-related decisions on your own, and know when to consult with your Supervisor for clarification. Prioritizing tasks is natural to you.
- You communicate fluently and politely in English and Khmer.
- You like to organize your life, create checklists and plan ahead. You have a "get it done" attitude and despite being a "busy-bee" you feel relaxed and stress-free.
- You are able and enjoy work travels within Cambodia as part of your assignment.
- You are computer literate, use email, and create Google Drive documents with ease.
- You care about cats & dogs and like to help improve animal welfare in Cambodia.

What we offer

We care about our team members and make our best efforts to provide a fulfilling and healthy working environment. We offer:

- 800 USD salary per month, depending on skills
- 9 days of leave during the 6-months assignment; paid sick leave
- Inclusive and modern work environment
- Exciting project framework for independent work and personal development



- An open door policy for any concerns you may have
- Personal fulfillment by being part of a solution-oriented animal welfare organization

We would love to hear from you

Are we a good match? Apply by following these instructions carefully:

1. Send your English CV (max. 2 pages) in PDF format. Use a modern and unique CV template. Examples are found here: <https://www.cv-template.com/en>
 - a. Send your English Cover Letter (max. 1 page) in PDF format. Answer the following questions in your Cover Letter:
 - a. What are factors of “disaster preparedness” for local communities and their companion animals?
 - b. Describe 3 of your personality traits that best fit this job description. Explain how these traits make you a good candidate for this position.
2. Send your details via EMAIL as follows:
 - a. Email title: “Application - Project Manager for Disaster Preparedness”.
 - b. Email text: Briefly introduce yourself.
 - c. Attach your CV and Cover Letter.

Email: info@ar-cambodia.com

Only applications that follow ALL instructions above will be considered.