

Recruiting: Clinic Manager (ITC)

Open to Khmer and International Applicants

Who we are

WVS Cambodia, also known as Animal Rescue Cambodia, is a locally registered charity with the mission to create sustainable animal welfare for dogs and cats in Cambodia. We focus on 3 programs:

- Shelter/Community Clinic
- Mission Rabies Cambodia
- International Training Center (ITC)

The International Training Center (ITC) is a canine spay/neuter training center at Royal University of Agriculture in Phnom Penh. It aims to train local and international veterinary students in high quality, high volume spay/neuter of dogs.

Who we need

We are seeking an exceptional Clinic Manager who will manage our ITC team of 20 people. You will work 8 hours per day, 5 days a week, usually Monday to Friday. However, practically, your hours might be flexible in case occasional weekend supervision is required.

To familiarize yourself with the work of our WVS ITCs worldwide, you will visit our ITC in Chiang Mai, Thailand at the beginning of your employment.

Your responsibilities will be:

- Manage the implementation of protocols/SOPs and compliance with international standards.
- Manage all aspects of animal pathway planning starting with the community engagement phase.
- Manage data collection, evaluation and reporting.
- Manage the veterinary team and ensure high quality veterinary care, an organized work environment and equipment/supply preparation, maintenance and purchases.
- Closely coordinate with the Communications Manager to prepare social media posts.
- Manage human resources, including oversight of employees, records, payments, onboarding, scheduling, performance reviews, etc.
- Oversee and manage overall daily operations.

As the ITC is currently under construction, you might be asked to work at our shelter/clinic in Boeung Tumpun or in home-office for the first months, depending on your starting date.

You are an ideal fit if:

- You communicate fluently and politely in **English (spoken/written)**. You have strong interpersonal skills and experience in intercultural settings. You are able to adapt your communication style to suit a diverse range of community members and colleagues.
- Whenever you encounter problems that you are not familiar with, you are able to find **suitable solutions independently**.
- You can **anticipate the needs of others**. You think holistically and are always one step ahead of the game.

- You like to organize, create checklists and make plans. You have a **“get it done”** attitude. You remain calm and focused even in busy situations.
- You love **technology & (online) tools** to accomplish your work goals effectively and share it with others.
- When receiving **instructions**, you carefully follow them step by step. Once finished, your and your team members’ work is error-free and fully complete.
- Your **quick perception** and ability to “connect the dots” enable you to familiarize yourself with new areas and topics rapidly and with minimal external guidance.
- Your **strategic and holistic thinking** allows you to execute your daily work efficiently and effectively. This also enables you to implement SOPs, guidelines, and other important documents.
- You are a student of life and strive to **learn & expand your knowledge** every day. Data and research interest you, and you share useful insights with your colleagues.
- You love the company of **animals** and enjoy working next to them daily.
- Ideally, you are familiar with the **veterinary field**. Alternatively, you are motivated and interested in learning animal/vet-related specifics of the position independently.
- You are committed to **long-term** employment.

What we offer

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

- Salary negotiable for a 40-hour week
- 18 days of annual leave; 7 days of paid sick leave
- 2 mental health sick leave days after 1-year employment
- NSSF
- Bonus payments twice a year according to performance (after 1-year employment)
- Seniority payments twice a year (for employment, not consultancy)
- Overtime payments for working on national holidays (if needed)
- Inclusive and modern work environment
- Personal fulfillment by being part of a solution-oriented animal welfare organization
- Long-term employment
- Promotion possibilities for exceptional staff

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. Dare to stand out!
2. Send your English Cover Letter (max. 1 page) in PDF format.
 - a. Tell us: How does your personality and experience bring value to WVS Cambodia?
3. Send your details via EMAIL to info@ar-cambodia.com

Only applications that follow the application instructions above will be considered.