

**Title: Project Manager, “Agripreneurship Incubation Programme”**

**Contract:** full-time, one year (renewable)

**Location:** based in Phnom Penh with travel to provinces (30%)

**Start date:** January 2021

**Background**

The Cambodia Partnership for Sustainable Agriculture (CPSA), founded by Grow Asia in Singapore, is an NGO working as a multi-stakeholder partnership platform, which works closely with the Ministry of Agriculture, Forestry and Fisheries (MAFF), other Relevant Government Agencies, as well as the private sector and farmers’ organizations.

CPSA brings together companies, government agencies, civil society organizations, farmer groups, and financial institutions to link smallholder farmers to the market with the shared goal of increasing farmers’ profits and productivity while improving the environmental sustainability of their farms. CPSA is currently supporting four Working Groups (Cashew, Pepper, Fruit & Vegetables, and Agri-Food SMEs) and three cross-cutting issues (Contract Farming, Responsible Agricultural Investment, and AgriTech).

In 2021, CPSA with supports from Khmer Enterprise (KE), a unit under the Ministry of Economy and Finance with a vision to become the national platform for promoting entrepreneurial activities in Cambodia, will start the implementation of a new project, called “Agripreneurship Incubation Programme” and is looking for a Project Manager to join the team and lead the Project.

The 3-year project targets two main groups, youth, and farmers, and aims to create a more sustainable and productive agriculture industry. The Project has two components : (i) an “Incubation” where participants (mostly university students) are trained on agri-technical subjects as well as entrepreneurship and business skills for four months, and (ii) an “Apprenticeship” where the participants are placed in one-year apprenticeships with Agricultural Cooperatives (ACs) in various provinces to support farmers and the rural community. The Project engages with a variety of stakeholders, including universities, farmers’ organizations, agribusinesses, government agencies, and CSOs.

**The Role & Scope of Work**

The Project Manager will be directly responsible for the project’s implementation, which includes coordinating all stakeholders and activities for both phases/components, Incubation and Apprenticeship respectively. The Project Manager will report directly to CPSA’s Country Director as Project Director.

The scope of work for this role includes:

- Project Management: planning and overseeing activities from project start to completion; predicting resources needed to reach objectives and managing resources effectively and efficiently; developing and managing a detailed project schedule and work plan; providing project updates consistently to various stakeholders about strategy,

adjustments, and progress; leading the development of work plans, workshops, and periodical work sessions and meetings for the Project Team;

- Team Management: supporting the recruitment of and supervising Project's Finance Officer, M&E Officer, and Incubation Coordinator; supervising Project staff in the performance of their respective duties and ensuring the efficient functioning of the team and ensuring that clear working arrangements are established for collaborating with the relevant stakeholders on all project management, financial, accounting and procurement matters;
- Stakeholders Coordination: liaising and coordinating with stakeholders of the Incubation Phase (Universities, Students, Incubation Experts, etc) to ensure its smooth implementation; coordinating with ACs representatives before and during the Apprenticeship Phase, as well as with students' mentors and coaches; representing CPSA and the Project in general to national and international audiences in Cambodia and internationally; undertaking external high-level communication when applicable;
- M&E and Reporting: supporting the Project M&E Officer with data collection and analysis; designing M&E tools and templates with support from CPSA and KE; preparing, or as appropriate supervising the preparation of, progress reports, annual reports, project completion report, and other reports that may be required by the stakeholders/KE;
- Other relevant tasks assigned by the CPSA CD/ Project Director

### **Educational Background Requirement**

- Excellent interpersonal skills, with the ability to build strong relationships with a variety of stakeholders
- Project management/coordination experience, with national or international NGOs, for the multi-year donor-funded project an asset
- Minimum five years of experience in project management with national or international NGOs, for multi-year donor-funded project
- Experience managing people
- Experience in the agriculture space or entrepreneurship
- Experience working in projects that involve youth is an asset
- Ability to liaise with different stakeholders from the public to the private sector and grassroots level
- Fluency in English and Khmer (written and spoken)
- Ability to work autonomously and to multi-task

### **Application and Enquiries**

Interested individuals should send their resume, cover letter, and contact details of two references to [phatlida.cpsa@growasia.org](mailto:phatlida.cpsa@growasia.org) with cc [francesca@growasia.org](mailto:francesca@growasia.org) and [ratha@growasia.org](mailto:ratha@growasia.org) no later than 8 January 2021 at **5:00 PM**.

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