

POSITION DETAILS	
Employee name:	[TBD]
Position Title:	Youth Engagement Manager
Department:	Program Unit
Reports to:	Deputy Chief of Party
Type of Contract:	Undetermined Duration Contract (UDC)
Location of Work:	Phnom Penh, Pact Cambodia office
Work Conditions:	Full-time
JOB DESCRIPTION	
<b>Pact Overview</b>	
<p>At the heart of Pact is the promise of a better tomorrow. A nonprofit international development organization founded in 1971, Pact works on the ground in nearly 40 countries to improve the lives of those who are challenged by poverty and marginalization. We serve these communities because we envision a world where everyone owns their future. To do this, we build systemic solutions in partnership with local organizations, businesses, and governments that create sustainable and resilient communities where those we serve are heard, capable, and vibrant.</p> <p>Pact is a recognized global leader in international development. Our staff have a range of expertise in areas including public health, capacity development, governance and civil society, natural resource management, poverty, fragile states, monitoring and evaluation, small-scale and artisanal mining, microfinance and more. This expertise is combined in Pact's unique integrated approach, which focuses on systemic changes needed to improve people's lives.</p> <p>Working in Cambodia since 1991, Pact has built Cambodian civil society and strengthened the capacity of institutions run by and for Cambodians to end poverty and injustice.</p>	
<b>Department Overview</b>	
<p>Pact is recruiting a Youth Engagement Manager for the 5-year (2018 – 2023) WE Act (Women Entrepreneurs Act project) funded by USAID. This project focusses on supporting young women and youth in urban areas to access the knowledge, tools, and resources necessary to succeed as entrepreneurs, and to enable constructive civic engagement as civic entrepreneurs in raising socio-economic issues. The overall goal of the project is to see young women and youth improve their socio-economic status.</p> <p>The project aims to achieve the following objectives:</p> <ol style="list-style-type: none"> <li>1. Women and youth access the knowledge, tools, and resources necessary to succeed in the marketplace and labor force.</li> <li>2. Young Cambodians increase their constructive civic engagement around socio-economic issues.</li> </ol> <p>WE Act will primarily target young women between the ages of 15 and 35, with the aim of providing them with information, skills, and resources they require to be successful entrepreneurs and leaders, and to help break down the barriers that often prevent them from succeeding in the current context. The project focuses on urban and municipal geographies, starting in Phnom Penh and Siem Reap, and then expanding its geographic scope based on demand and opportunity. Importantly, WE Act does not aim to recreate or establish new systems for supporting young entrepreneurs and leaders in Cambodia, but rather to provide holistic assistance (i.e. legal, financial, technical, networking, etc.) to the diverse organizations, institutions, companies, and other actors that constitute the women's empowerment system in Cambodia.</p>	

Position Purpose
<p>The Youth Engagement Manager is responsible for the coordination of programmatic and operational efforts for all youth-related engagement activities, such as infotainment development, engaging with youth networks, identifying issues related to COVID-19, lead the university engagement and others. In addition, (S)he will also manage the WE Act youth ambassadors, who will be implementing youth-related activities. The Youth Engagement Manager will directly report to the Deputy Chief of Party (DCOP) and supervise the Youth Engagement Officer.</p>
Key Responsibilities
<ul style="list-style-type: none"> <li>• In line with the WE Act strategy and workplan, lead the development, design and identification of relevant youth-engagement activities.</li> <li>• Provide technical inputs for program strategy including preparation of concept note for proposal call, workplan design, etc.).</li> <li>• Lead initiatives and implementation that supports meaningful and constructive online and offline youth engagement mechanisms.</li> <li>• In coordination with other Managers, oversee and monitor activities of the project's implementing partners related to youth-engagement activities. This includes the partner selection process, identifying scope of work and targets, monitoring check-ins, learning and reflections, reviewing partners' reports and milestones, reviewing modification, etc.</li> <li>• Explore university youth engagement opportunities in line with the WE Act strategy.</li> <li>• Build and strengthen relationships with youth networks and other relevant CSOs to foster civil society and business coalitions.</li> <li>• Lead initiatives that engage youth networks through relevant mechanisms to investigate and present priority issues for COVID-19 response.</li> <li>• Expand engagement with diverse business and youth networks and association in Cambodia, building partnership relationships with others whose strategic focus and values are complementary to WE Act.</li> <li>• Produce timely and quality project quarterly reports related to the youth engagement activities of WE Act.</li> <li>• Work with MEL team to ensure full implementation of the MEL plan under WE Act and grantees related to youth.</li> <li>• Provide technical inputs on research initiatives and reports throughout the life of the project that analyze the entrepreneurship ecosystem in Cambodia, focusing on the youth component.</li> <li>• Represent Pact at conferences, working groups, and meetings to support Pact's thought leadership in entrepreneurship and youth engagement in Cambodia and the region.</li> <li>• Ensure compliance with Pact's Child Safeguarding Policy in all youth-focused activities.</li> <li>• Promote knowledge sharing and learning in project activities, and among staff and project stakeholders.</li> <li>• Perform other duties as assigned.</li> </ul>
Basic Requirements
<ul style="list-style-type: none"> <li>• At least 5 years of experience supporting women's and youth's engagement initiatives, local or community development, in Cambodia.</li> <li>• Bachelor's degree in a relevant field, such as business/public administration, political science, social work, rural/urban development, management, or other related fields.</li> <li>• Successful track record in working with multiple stakeholders, related to youth engagement, including civil society, youth networks, and government actors.</li> <li>• Able to work independently (taking self-initiative) and deliver high quality outputs.</li> <li>• Have good social skills to develop strong relationships with colleagues and partners.</li> <li>• Strong program planning and management, critical analysis, negotiation, problem solving, liaison, and networking skills.</li> <li>• Innovative thinking and indicate experience in doing things differently, new approaches, learning from experience.</li> </ul>

- Proficient in the use of ICT, digital platforms and webinars (e.g. recording of videos, photographs, blogs, Facebook application and other social media applications in the youth engagement context, and computer literate in Microsoft Office.
- Be able to do international and domestic travel preferred.
- Fluency in Khmer and professional level English language ability - both written and oral.
- Ability to work in a fast-pace and dynamic team

#### Preferred Qualifications

- Experience in managing donor-funded programs and project staff.
- Demonstrated knowledge and experience in key areas and concepts of youth empowerment approaches and economic empowerment.
- Ability to create and promote an enabling environment for open communication.
- Able to create an environment of creativity and innovation.
- Be able to do international and domestic travel preferred.
- Advanced degree in a relevant field.
- A drive and enthusiasm to apply creative solutions to long standing problems
- We are especially looking for a motivated person with a commitment to learn and adapt and work in team, while also able to work independently.
- Experience working on USAID projects.

<b>Agreed by the Incumbent:</b>	<b>[Name]</b> <b>Youth Engagement Manager</b>	<b>Date:</b>	
<b>Approved by Supervisor:</b>	<b>[Name]</b> <b>Deputy Chief of Party</b>	<b>Date:</b>	

Pact is an equal opportunity employer and does not discriminate in its selection and employment practices on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization, or other non-merit factors.