**Terms of Reference**

**Position:** Policy Hub Team Lead

**Reports to:** Senior Public Sector Development Adviser

**Location:** Phnom Penh, Cambodia

**Duration:** Initially 1 year, with the strong possibility of extension for good performers

**Employment type:** Full time

**Contractual arrangement:** “eligible for Cambodian residents/citizens only”

**Remuneration:** Attractive remuneration package commensurate with qualifications and experience in line with CAPRED’s salary scale.

**Program Background**

The CAPRED Facility is Australia’s flagship bilateral economic development program in Cambodia, focusing on economic recovery and resilience over the next four years, with a possible three-year extension.

The Facility supports Cambodia in implementing a range of necessary economic interventions and reforms to maintain the country’s economic transition. These interventions and reforms are primarily aimed at encouraging more productive and inclusive public and private investment, which promotes a resilient, inclusive and sustainable economy (RISE).

CAPRED interventions fall under three technical components including: Agriculture and Agro-processing; Trade, Investment and Enterprise Development and Infrastructure Development; and one Cross-Cutting component comprising: Gender Equality, Disability and Social Inclusion (GEDSI); Climate Resilient initiatives, and policy support. GEDSI is at the heart of all that CAPRED does.

CAPRED has a unique approach to policy reform. It works directly with the private sector, providing co-investment, technical assistance and market insights. Using information collected from the facility’s portfolio of investments, the program is designed to support policy reform that is based on real-time, practical market insights. It engages with the Cambodia Government and other stakeholders to create platforms for inclusive dialogue between the public and private sector and support evidence-based policy making. This work is driven and coordinated by the Policy Hub.

**Position Summary**

The Policy Hub Team Lead is responsible for the strategic leadership and day-to-day management of CAPRED’s Policy Hub. This role involves guiding a team to develop and implement policies and programs that align with CAPRED's strategic direction. The Team Lead will ensure the effective monitoring and evaluation of project progress, manage risks, and foster stakeholder relationships. Additionally, the role demands a strong commitment to integrating gender, inclusion, climate resilience, and safeguards into program activities.

This role primarily requires an experienced and proactive manager. While desirable, technical knowledge and experience working on economic policy is not required but could be considered as desirable.

**Roles and Responsibilities**

**Leadership and Management**

* Lead and manage Policy Hub activities and staff on a day-to-day basis.
* Lead and manage any contracting, recruitment, or procurement required to deliver Policy Hub’s activities.
* Monitor overall activity progress to ensure quality and timely project implementation. Collaborate closely with the M&E team to ensure appropriate and timely monitoring and evaluation of project progress and impacts.
* Collaborate with the communications team to ensure research and learnings are widely communicated amongst stakeholders.
* Lead the development of the Policy Hub’s annual work plan and budget and monitor progress against both.
* Lead the Policy Hub’s contribution to CAPRED monitoring reports, strategies, and other documents.
* Represent the Policy Hub and CAPRED at events and public forums.
* Conduct other tasks as required, including contributing to the overall management of the Program.

**Technical**

* Contribute to the development and implementation of Policy Hub activities in line with CAPRED's overall strategic direction, with guidance and advice from program leadership but with a high degree of autonomy.
* Actively facilitate collaboration between the Policy Hub and other CAPRED teams.
* Provide input to CAPRED's strategies, technical documents, and reports.
* Monitor the political economy of counterparts to ensure CAPRED investments and policy initiatives are relevant and effective.
* Ensure that cross-cutting themes, including GEDSI and climate resilience are well integrated.

**Stakeholder relationship**

* Develop and maintain collaborative relationships with government agencies, development partners, and the private sector to achieve CAPRED objectives.

**Compliance**

* As a member of CAPRED’s senior management, model the highest ethical behaviours, including adhering to the CAPRED code of conduct and maintaining a commitment to diversity and inclusion.
* Ensure stakeholders operate within Cowater and DFAT-related codes of conduct and policies, including all inclusion-related policies such as Child Protection and SEAH, anti-fraud and corruption, value for money, and other policies.

**Selection Criteria**

**Qualifications**

* A degree in a relevant field such as Public Policy, International Development, Management, or a related discipline. A relevant postgraduate degree from an international university is highly desirable.

**Essential Criteria**

* **Overall experience**: At least 8 years of relevant experience, preferably in the international development, government, research, or NGO sector. At least 2 years of experience in a leadership or management role.
* **Leadership and Management**: Proven ability to lead a diverse team and manage a portfolio of activities.
* **Planning and M&E**: Experience developing work plans and monitoring and evaluation activities.
* **Stakeholder Management**: Proven experience in managing relationships with external partners and counterparts.
* **Communication**: Excellent written and verbal communication skills in English, with the ability to provide clear and concise input to technical reports.
* **Analysis**: Excellent critical analysis skills, especially regarding research, program management, and the political economy.

**Desirable Criteria**

* **Technical Expertise**: Strong understanding of policy development and implementation, experience with public sector reform, or experience with private sector development.
* **Contextual Knowledge:** A good understanding of the economic and public policy landscape in Cambodia.
* **Mainstreaming Experience**: Experience integrating/mainstreaming climate resilience and GEDSI across activity planning, implementation, and monitoring and evaluation.

**Closing Date:** Applications will be reviewed on a rolling basis so please apply as soon as possible. The application process will close once the position is filled, or if not, at 5pm Cambodia time, on the 30th August 2024.

**How to apply**

Please send your cover letter and CV with your name and contact details (phone and email) to [recruitment@capred.org](mailto:recruitment@capred.org) mentioning the position you are applying for in the subject line “Policy Hub Team Lead”. Preferred candidates will subsequently be asked to provide three professional referees and their expected remuneration.

*Cowater International is an equal opportunity employer, basing employment on merit and qualifications as they relate to the professional experience and position expectations. Cowater does not discriminate against any employee or applicants on the basis of race, religion, sex, gender identity, disability, age, or any other basis protected by law. CAPRED aims to have a diverse workforce at all levels, and a workplace that is supportive of gender equality, disability and social inclusion. Women, people with disabilities and other minorities are highly encouraged to apply.*

Only applicants shortlisted will be contacted for an interview.