



**JOB DESCRIPTION**

**POSITION INFORMATION**

**Functional Title:** Program Manager  
**Level:** NO-B/C (Subject to the qualification of the incumbent)  
**Reports to:** Senior Management Officer and Acting Director  
**Duty Station:** Extraordinary Chambers in the Courts of Cambodia (ECCC), Phnom Penh

**ORGANIZATIONAL CONTEXT**

The Extraordinary Chambers in the Courts of Cambodia (ECCC) was established to try senior leaders of the Democratic Kampuchea regime and those most responsible for crimes committed between April 17, 1975 to January 6, 1979. Since 2006, the ECCC has conducted investigations throughout Cambodia and conducted proceedings before the Pre-Trial Chamber, the Trial Chamber and the Supreme Court Chamber.

On 1 January 2023, the Chamber commenced residual functions for an initial period of three years. In this initial phase, the Chamber will carry out a number of tasks, including the administration of penalties, the protection of victims and witnesses, the retention and management of its archives, and the dissemination of information to the public.

**DUTIES AND RESPONSIBILITIES:**

Under the overall guidance of the ECCC Senior Management Officer, and working closely with the UNAKRT Programme Management Officer, the Program Manager will be responsible for the following tasks related to [ECCC residual functions](#):

**1. Program development, implementation, and monitoring**

- Develop, implement and refine the implementation of ECCC residual projects, including in areas related to outreach, victims, training, research, stakeholder engagement, internship programs, and moot courts;
- Monitor and evaluate the progress of the program, collecting data, analyzing results, and preparing analysis reports, as required; and
- Prepare internal and external stakeholder reports on the implementation of residual products.

**2. Public and victim outreach**

- Develop, implement and refine public and victim outreach programs, including awareness raising initiatives, outreach materials and events;
- Liaise with stakeholders including but not limited to schools and universities, government agencies/line-ministries, civil society organizations, international partners and victims' groups;
- Facilitate communication and information sharing among stakeholders, including organizing formal/informal meetings, workshops, and conferences, as required; and
- Disseminate information about the ECCC and its legacy through existing and new initiatives.

### 3. Engagement, research and documentation

- Develop, implement and refine research initiatives with relevant stakeholders (academic and non-academic) as a way of stimulating awareness of and interest in the ECCC’s contributions, and disseminating information about its legacy, including but not limited to the legal field; and
- Assist with the long-term and sustainable preservation and management of the ECCC’s archives, resource centre, and publications, including preparation of documentation and SOPs.

### 4. Undertake other assignments as required

#### COMPETENCIES

1. Ability to build strong relationships with clients and project partners;
2. Communicates clearly and convincingly, both orally and in writing;
3. Flexible in adapting to different audiences;
4. Proven ability to manage business solutions in challenging environments and work independently;
5. Demonstrated experience in networking, team-building, and working with different stakeholders;
6. Exhibits communication skills;
7. Experience in organizing large forums catered to various stakeholders;
8. Focuses on result for the client and receptive to constructive feedback;
9. Ability to work under pressure while maintaining a good humor and calm demeanor; and
10. Ability to prioritize and manage competing tasks while meeting project deadlines.

#### RECRUITMENT QUALIFICATIONS

**Education:** Bachelor’s degree in the field of project management, law, business administration or similar is required. A postgraduate degree and/or experience in a related field is an advantage.

**Work Experiences:** 3-7 years of progressively responsible administrative and project management experience, preferably in the area of justice, transitional justice and outreach with public or private sectors and/or ECCC.

**Language Proficiency:** Khmer native and fluency in English is required.

#### JOB DESCRIPTION CERTIFICATION

Incumbent (if Applicable)

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Chief of Section

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_