

Cambodia Development Resource Institute (CDRI)

Cambodia's leading independent development policy research institute

JOB DESCRIPTION

POSITION TITLE:	EXECUTIVE DIRECTOR
PROGRAMME:	SENIOR MANAGEMENT
RESPONSIBLE TO:	BOARD OF DIRECTORS
RESPONSIBLE FOR:	DIRECTOR OF RESEARCH CENTRES, FINANCE DIRECTOR, KNOWLEDGE CENTRE MANAGER AND HR AND ADMINISTRATIVE MANAGER

POSITION SUMMARY

The Executive Director (ED) is the chief executive officer of CDRI, accountable to its independent Board of Directors, staff, and stakeholders for all aspects of CDRI's strategic leadership, management, financial governance and performance. The Director leads in strengthening CDRI's position as a leading research institution, including active and strategic leadership in resource mobilization, communication, policy relevance and impact, and the pursuit of other relevant indicators of high standing in Cambodia and beyond.

The ideal candidate for the role must commit to the position for the appointed term, and also be highly strategic and experienced in developing and implementing a coherence and integrated vision to advance CDRI's mission and impact across multipole stakeholders in government, private sector, development community and regional as well as international institutions.

MAIN DUTIES AND RESPONSIBILITIES IN DETAIL

As the most senior staff of CDRI, the ED will be expected to meet the demands of the role in three key areas as specified below.

1. Strategic Organizational Leadership

- Ensure the highest levels of quality, integrity and ethics in all research undertaken;
- Ensure political neutrality and balance in research publication and outreach, and in CDRI's core work;
- Shape and develop organizational policies, structures, systems and practices that underpin an effective and good governance practice of the Institute;
- Oversee and manage the following functions, including accountability and legality, for Research, Finance, Communication and Outreach, and Operation;
- Lead and build a collegial and professional working environment.

2. Resource Partnership Development

- Develop strategic partnerships with the government, development partners, the research community, the private sector, non-government organisations, the media and other stakeholders in Cambodia's development

- Maintain CDRI as an active and respected research institution in national, regional and international research networks
- Explore and expand long-term collaborative relationships with local, regional and international research institutions, as well as building relationship with NGOs, the private sector, and foundations
- Take a leadership role in designing and implementing effective resource mobilisation strategies and initiatives to ensure that CDRI is well-sourced.

3. Leadership and Public Representation

- Create an enabling environment which promotes commitment, creativity, quality, productivity, efficiency and integrity
- Work with the board of directors, senior management team and staff to develop appropriate policies to ensure the efficiency and effectiveness of programmes
- Ensure the relevance of CDRI’s work to Cambodia’s development priorities and their broader regional and international integration context
- Take a leadership role in CDRI’s flagships events such as the annual Cambodia Outlook Conference

KNOWLEDGE, SKILLS AND ABILITIES

The ED will be an individual who has experience with organizational leadership, research management, talent and skill development, and fund mobilization.

- High-level organisational leadership and strategy capabilities;
- Excellent communication ability, including public speaking, presenting and moderating;
- Values-based, collaborative working style with a demonstrated commitment to the highest standards of ethics, Khmer cultural sensitivity and confidentiality;
- Leadership style that fosters a collaborative culture and sustains high performing and effective teams;
- Excellent negotiating skills and ability to mobilize support from a wide range of partners on an international scale with regional and international stakeholders
- Experience building close relationships with Cambodian senior government leaders, funding partners, regional and international organizations, and private sectors; and
- A proven commitment to Cambodia development and independent policy research.

QUALIFICATION AND MINIMUM RECRUITMENT STANDARDS:

- MA/PhD with 15+ years of work experience in education, government, economics and business, and/or talent development;
- Demonstrated commitment to policy impact through evidence-based research;
- Have high level of confidence and comfort working with a diverse group of Cambodia and international stakeholders;
- Exemplary character and commitment to ethical and accountable leadership.
- Cambodian nationality preferred.

This job description may need to be changed over time, but any changes necessary will be agreed between the research technical adviser and employer.

Acknowledged by: _____ Approved: _____

Date: _____ Date: _____