



## JOB DESCRIPTION

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| <b>Position Title</b>    | : Projects Manager-Strategic Project Office  |
| <b>Department</b>        | : Research   |
| <b>Report to</b>         | : Director of Research, with functional reporting to the Senior Leadership Team for university-wide strategic initiatives. |
| <b>Reportee (if any)</b> | : N/A  |
| <b>Location</b>          | : University of Puthisastra  |

### I. Position Summary:

The Project Manager will coordinate, lead and support the delivery of strategic projects across the University of Puthisastra. As the founding staff member of the Strategic Project Office (SPO), the role is responsible for establishing fit-for-purpose project management systems, supporting cross-departmental initiatives, coordinating externally funded projects, and building sustainable project management capacity across the university.

The role plays a central part in strengthening institutional effectiveness and ensuring that strategic initiatives—such as joint laboratories, community health projects, university-wide events and new training programs—are delivered on time, within scope and aligned with UP's mission.

### II. Duties and Responsibilities:

| Responsibility Area                         | Summary of Tasks  |
|---|---|
| Strategic Alignment and Prioritisation      | <ul style="list-style-type: none"><li>Support identification and prioritisation of strategic projects aligned with UP's Strategic Plan.</li><li>Assist in assessing project feasibility, risks and resource requirements.</li><li>Support decision-making on project sequencing and resourcing.</li></ul> |
| Project Coordination, Planning and Delivery | <ul style="list-style-type: none"><li>Lead or coordinate delivery of assigned strategic projects from initiation to completion.</li><li>Develop and maintain project workplans, timelines, risk registers and budgets.</li></ul>  |

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|--|---|
|  | <ul style="list-style-type: none"> <li>Identify risks and issues early and propose mitigation strategies.</li> </ul>  |
| Project Governance and Systems Development         | <ul style="list-style-type: none"> <li>Support development of project governance frameworks.</li> <li>Support development and implementation of standard project lifecycle stages (initiation, planning, delivery, closure).</li> <li>Maintain the Project Management dashboard.</li> <li>Create and refine templates for planning, budgeting and reporting.</li> <li>Contribute to project pipeline and approval processes.</li> </ul> |
| Cross Departmental Coordination and Communication  | <ul style="list-style-type: none"> <li>Coordinate with Research, Finance, Operations, Engagement and Partnerships and Faculties.</li> <li>Organise the monthly Projects Roundtable.</li> <li>Prepare briefings and updates for Senior Leadership.</li> <li>Support internal communication of project outcomes.</li> </ul>   |
| Monitoring, Evaluation and Reporting               | <ul style="list-style-type: none"> <li>Track project progress against targets and budgets.</li> <li>Prepare quarterly reports. Document lessons learned. Support impact reporting and knowledge sharing across UP.</li> </ul>   |
| Capacity Building and Training Support             | <ul style="list-style-type: none"> <li>Assist in delivering project management workshops for staff. Develop training materials and tools.</li> <li>Contribute to the design of micro credentials and the Diploma in Project Management.</li> <li>Support training for external partners.</li> <li>Contribute to continuous improvement of project practices through lessons-learned reviews and post-project evaluations.</li> </ul>    |
| Grant, Partnership and External Engagement Support | <ul style="list-style-type: none"> <li>Support development of grant proposals.</li> <li>Coordinate joint labs and collaborative initiatives. Liaise with government, NGOs and university partners.</li> <li>Ensure compliance and reporting for externally funded projects.</li> </ul>  |

### **III. Minimum Qualifications and Requirements:**

#### **1. Essential:**

- Bachelor's degree in project management, public health, business administration, management, development studies, social sciences or a related field.
- At least three years of experience in project management, program coordination or grants.
- Strong planning, organisational and communication skills.
- Experience coordinating multiple stakeholders.
- Proficiency in Microsoft Office and project management software such as ClickUp or similar tools.
- Ability to work independently and meet deadlines.
- Strong English Language skills (writing, reading, and speaking)
- Demonstrated ability to manage multiple projects or workstreams simultaneously.

#### **2. Desirable**

- Experience working in universities, NGOs, development organisations or government.
- Familiarity with structured project management approaches (e.g. PRINCE2, PMBOK or equivalent).
- Experience in delivering workshops or training.
- Understanding of monitoring, evaluation and reporting processes.
- Interest in pursuing project management certification.

#### **3. Desirable Attributes:**

- Strong interpersonal skills and willingness to collaborate.
- Ability to solve problems and adapt to changing priorities.
- Attention to detail and commitment to quality.
- Positive, proactive and solutions oriented mindset.
- Commitment to UP's mission to improve health and education in Cambodia.
- Comfortable working in a multicultural, interdisciplinary university environment.