



Terms of Reference for the role of Director of Programs for Future Forum

Independent Cambodian public policy think-tank, Future Forum, is recruiting for a Director of Programs (DOP).

1. Background

Establishing a New Vision for Cambodia

Founded by Ou Virak in late 2015, Future Forum is an independent think tank that focuses on research, analysis, and public policy, representing a dynamic response to an identified “policy gap” in Cambodia.

Vision: A just, democratic, dynamic and prosperous Cambodia shaped by the needs of its people rather than its rulers.

Mission: “Public. Policy. Forward.” - Nurture a community of young thinkers, develop positive policy solutions, and engender critical debate, moulding the future of Cambodia.

Core values: Nurture, Create, Debate.

Objective: Facilitating intellectual research and analysis to positively influence the policy narrative in Cambodia at a local, national and international level.

Employing evidence-based policy debate, analysis and recommendations to inspire Cambodian people – especially youth – to achieve democratic, political and socio-economic change that will benefit all people of Cambodia.

Our Methodology

While there are various civil society actors in Cambodia engaged with a wide variety of issues, Future Forum takes a broader view and adopts a more measured, analytical and considered approach that identifies underlying trends and employs rigorous research, and creative and principled policy recommendations to help shape Cambodia’s policy discourse.

Rather than simply identifying problems, Future Forum adopts a **solution-oriented** approach, and uses its research to equip key decision-makers with detailed, specific, constructive policy solutions to Cambodia’s issues. Future Forum remains closely connected to youth and grassroots civil society networks such that it can provide local communities with the benefit of policy, analysis and technical assistance.

Our Program and Study Areas

Future Forum incorporates three programmatic pillars to support the successful proliferation of our mission and vision: Cambodia outlook, young researcher’s training program, and the community of researchers.

2. Outline of the Position

The DOP will oversee the entirety of Future Forum's program schedule. This includes core programmatic pillars and consultancy projects. They will coordinate and support all levels of affiliate researcher and consultant towards the production of quality institutional product.

3. Duties and Responsibilities

The DOP will be working in daily cooperation under the direct supervision of the President.

His/her duties and responsibilities are as follows:

- Initiate and set goals for programs according to the strategic objectives of the organization.
- Plan the programs from start to completion involving deadlines, milestones and processes.
- Develop or approve budgets and operations, in line with the Administration and Finance manager.
- Devise evaluation strategies to monitor performance and determine the need for improvements.
- Supervise all program and project managers involved to provide feedback and resolve complex problems.
- Discover ways to enhance efficiency and productivity of procedures and people.
- Apply change, risk, and resource management principles when needed.
- Read reports prepared by managers to determine progress and issues.
- Ensure program operations and activities adhere to legal guidelines and internal policies.
- Keep the president informed with detailed and accurate reports or presentations.

4. Key Requirements

- University degree in a subject of relevance for the position or equivalent;
- A minimum of 10 years of professional experience in a related area, preferably in an international environment;
- Well-developed skills in setting priorities, co-ordinating tasks and a pro-active approach to work;
- Clear communication skills in a multicultural team;
- Excellent organisational and management skills. Very well organised and structured work style;
- Fluency in oral and written English;
- Able to work both independently and as part of a team;
- Fully computer literate;



5. Location / Contract

The holder of the position will be based at Future Forum's Phnom Penh office at The Factory. An initial 12 months contract according to the international public sector standards (probation period of three months), with the possibility of further extension, will be concluded with the President of Future Forum.

6. Conditions

Salary of the DOP will be in accordance with Future Forum's salary policy for the appropriate position.

7. Application Rules

Qualified candidates are invited to send their cover letter and CV (both in English) by **31 January 2021 (noon)** by e-mail info@futureforum.asia. **Only** short-listed candidates will be contacted by 05 February 2021.

Preference will be given to Khmer candidates.

Future Forum is an equal opportunities employer.