



Job Announcement

The Cambodian Disabled People's Organisation (CDPO) was established in 1994 as a movement of Cambodians with disability. CDPO is a membership based, non-government organisation, representing persons with disabilities in Cambodia. We are working towards becoming "The voice of persons with disabilities in Cambodia". CDPO is now looking for qualified person for fulfils a position below:

Position: Program Manager
Base in: Phnom Penh and province
Number of hiring: 01 Person
Basic Salary: Negotiation

Main Duties and Responsibilities 1. Program and Budget Management ▪ Develop national strategic/operational plans and budgets ▪ Monitor and adapt program plans ▪ Lead, mentor, and support team members ▪ Manage stakeholders, risks, issues, and changes ▪ Track progress, ensure quality and on-time delivery ▪ Write donor reports and oversee external communications ▪ Maintain networks and measure program impact ▪ Review/develop program and policy documents ▪ Mentor other project managers ▪ Delegate tasks and responsibilities 2. HR Management ▪ Plan human resource needs ▪ Develop job descriptions and terms of reference ▪ Conduct performance appraisals, recruitment and inducting staff ▪ Assess skills and organize appropriate training and skills development ▪ Motivate and evaluate staff performance 3. Resource Sourcing ▪ Research new donors/funding opportunities ▪ Network for pro-bono donations ▪ Write funding proposals and liaise with donors ▪ Regular Communicate with OPDs, WWF, Youth, and others to strengthen capacity and disability movements 4. Other tasks as required	Person Specifications: Essential/Qualification: ▪ Must be a person with disability ▪ Master's degree in Management, Development Studies, or related field ▪ At least 5 years in a management role ▪ Minimum 3 years in project management, M&E, training, and coaching ▪ Strong understanding of barriers faced by disabled people ▪ Commitment to disability empowerment ▪ Advocacy and lobbying skills ▪ Financial/ budgeting skills ▪ Policy development and advocacy experience ▪ Strategic planning ability ▪ Problem-solving and conflict resolution skills ▪ Proven experience in proposal and report writing ▪ Strong interpersonal, communication, and presentation skills ▪ Fluent in Khmer and English (spoken and written) Competencies: ▪ Self-mastered and discipline ▪ Leadership and Management ▪ Human resource management ▪ Research and data analysis ▪ Political awareness and sensitivity ▪ Training and coaching ability ▪ Soft skill
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Closing Date: November 20, 2026 at 17:00pm

Please find the full details of the roles, person specifications, and application guidelines in the attached job announcement. We strongly encourage women, diverse individuals, and people with disabilities to apply. If applicable, kindly mention your disability type in your CV or cover letter. Interested candidates are requested to submit their application letters and CVs to the CDPO Office at #469, Street 89BT, Tnot Chrum Village, Sangkat Boeung Tumpun II, Khan Meanchey, Phnom Penh, Cambodia, or via email at recruitment@cdpo.org . For further information, please contact us at 015/092 221 823. Only short-listed candidates will be contacted for an interview, and we reserve the right to close the application process early if a sufficient number of applications are received.