

## Job Advertisement

### Executive Director Position

CLEC promotes the Rule of Law and democracy through supporting the development of appropriate institutions of justice, enhancing the public knowledge of and encouraging participation in governance and the legal system, and advocating for good governance to achieve justice, peace and social harmony for all Cambodian people.

From 1996 to 2001, CLEC operated as an arm of the University of San Francisco, funded by USAID. In December 2001, it became a locally registered NGO. Since its establishment, CLEC has educated over five thousand Cambodians on different subjects of law through its "certificate in law" program. CLEC has also produced a legal text-book series, which represent some of the only Cambodian legal texts on a wide range of subjects.

It was created in 1996 as a legal resource center, promoting the rule of law, justice and democracy in Cambodia. Since 2004, CLEC has embarked on a major project of high impact public interest legal advocacy, particularly in the areas of land and natural resources and labor rights, access to justice and good governance. Legal representation, legal defense and consultation are becoming even more crucial as tools to support legal empowerment both in the improvement and assertion of the rights of communities and in law and policy development and enforcement.

The CLEC is seeking qualified candidates to fill the position of Executive Director.

#### **Overall responsibility:**

The Executive Director is a full-time staff member of CLEC, who reports to The Board of Director.

The main roles of Executive Director are:

- Ensure and implement the strategic planning of the organization
- Ensure the effective governance; management and representation of the CLEC;
- Ensure sufficient funding to meet the mission;
- Chairperson of the CLEC Management Team;
- Provide supervisory and coordinating roles to the overall performance of other MT members;
- Ensure staff is well motivated in their performance;
- Be accountable to the Board regarding CLEC-related issues; develop and maintain liaison with donors; government agencies and civil society entities and to represent the organization to aid agencies, government and media.

#### **Qualification Requirements:**

- At least Bachelor Degree in Management or Law or higher in related field;
- At least 5 years' experience in management of organizations or programme;
- Diplomacy and representations, mediation skills and experiences is desirable;
- Strong knowledge on management, leadership, economics, conflict resolution, human rights and law;
- Strong analytical skills with capacity to think strategically and interested in a wide range of issues;
- Energetic, tactful, pragmatic and proactive individual;
- Excellent oral and written communication skills, both Khmer and English;
- Not affiliate with any political party.

Remuneration is competitive.

Qualified and interested candidates should submit their CV and cover letter to CLEC no later than 17<sup>th</sup> June 2015 (5:00 pm) via e-mail to [sokhom@clec.org.kh](mailto:sokhom@clec.org.kh) or [admin@clec.org.kh](mailto:admin@clec.org.kh) mentioning clearly the position to which they are applying. For more details about CLEC and Job Description please visit our website: [www.clec.org.kh](http://www.clec.org.kh). Only short-listed candidates will be contacted. **Women and persons with disabilities are encouraged to apply.**