



JOB DESCRIPTION
EXTERNAL RELATIONS MANAGER
PASSERELLES NUMERIQUES IN CAMBODIA

Reporting to	Country Director
Status	Local Contract or VSI
Start date/ duration	August 2025, Fixed Duration Contract
Location	Phnom Penh, Cambodia

1. BACKGROUND

Passerelles Numériques (PN) is an international non-profit organization that offers highly disadvantaged young people access to education and technical and vocational training in the digital sector. We work to build real employability that will enable them and their families to escape poverty sustainably and contribute to the socio-economic development of their country. We provide training at our centers in Southeast Asia (Cambodia/Philippines/Vietnam), and a university entrance preparation program at our center in Madagascar.

Passerelles Numériques Cambodia (PNC) was the first project to be launched in 2005, in Phnom Penh. PNC offers IT training programs such as Web Programming (WEP) and System and Network Administration (SNA), based on a holistic educative approach including technical and soft skills, and a personal development program. Today, PNC trains 150 students a year and 1,768 youth have graduated since 2005.

Website: <https://www.passerellesnumeriques.org>

2. MISSION

Work in close collaboration with the Country Director to increase visibility and support of PNC.



3. DUTIES & RESPONSIBILITIES

3.1 PARTNERSHIP MANAGEMENT

- Be the main contact for local partners
- Maintain and develop a network of local partnerships with companies to:
 - Promote the project
 - Organize internship placements for students
 - Propose volunteering and pro bono activities for partner companies
 - Develop partnerships offer
 - Research funding and in-kind donation opportunities
 - Organize IT Market surveys (every 2 years) and communicate
- Maintain and develop partnerships with local NGOs, Government, institutional funding:
 - Mutualize resources (knowledge, building, material, infrastructure)
 - Apply for grants in consortium with other organizations

3.2 DONORS AND COMPANIES

- Develop a fundraising action plan (campaigns to individual donors, small companies) in collaboration with the Country Director and with support from the Director of Global Partnerships & Communication
- Ensure the admin management of each partnership is well organized (agreement, donation follow-up, thank you process, tax receipt)
- Keep the partners/donors' relations active, ensuring bespoke reporting to each partner (financial and narrative)
- Meet with current and prospective partners to advance support for PNC, develop new partnership ideas

3.3 ALUMNI PARTICIPATION

- Develop a fundraising action plan (fundraising campaigns, actions at events, Solidarity Act, etc.)
- Organize surveys relating to Alumni engagement and the fundraising action plan

3.4 PARTNERSHIP & FUNDING PROSPECTION

- Together with the Country Director, create an annual prospection plan and implement it:
 - Identify suitable local prospects and partnership opportunities
 - Analyze requirements and recommend a bespoke strategy to reach them
 - Organize meetings with these local prospects and submit bespoke offers
- Research local funding opportunities:
 - Coordinate the answering process to calls for proposals (local foundations, for instance)



- Participate in monthly support calls with the Global development and fundraising team and quarterly calls with ERO teams from 4 centers to create cohesion, share best practices and to increase organizational capacity.

3.5 FUNDING PROPOSALS MANAGEMENT

- Proposals led and managed by Global team:
 - Work in collaboration with the Global team for proposal writing
 - Prepare data and information requested by the Global team in a timely manner
- Proposals led and managed by local team:
 - Request support from the Global team when needed
 - Keep the Global team informed of proposals planned

3.6 REPORTING & DATABASE MANAGEMENT

- Keep data updated on the PNC Indicator monitoring sheet
- Ensure all reports and data for global reports are submitted on time
- Ensure timely and correct database management of prospects/grants in Salesforce

3.7 FINANCE

- With the Country Director, prepare an annual funding plan and keep track of all donations and grants
- Communicate regularly with the finance manager on updates of the income forecast (i.e., late payment of donation or grant) to keep the Cash flow statement up to date
- Work with the Finance Manager and the global team to prepare funding proposals budgets

3.8 COMMUNICATION & EVENTS

- With the assistance of the Global Communication manager:
 - Implement a strong communications strategy to make PN visible in the non-profit sector in the country
 - Produce an annual communication plan
 - Coordinate all communication aspects of the project: internal and external
 - Ensure that all communication materials are done in a timely manner
 - Organize events and actions to promote the organization (including student Graduation Ceremony)
 - Provide communication content required by donors

3.9 TEAM MANAGEMENT & DEVELOPMENT

- As part of the Management Team at PNC, participate in management meetings and collaborate on initiatives for PNC



- Lead the ERO team, including the roles of Partnership Officer & Communications Officer
- Delegate fundraising and communication tasks to achieve responsibilities under financial resources, partnerships, and communication
- Recruit, supervise, guide, and assess team members
- Plan the activities of the ERO team and follow up on progress
- Monitor the continuing professional development of staff, including the induction of new staff members
- Perform mid-term and yearly performance appraisals of ERO team
- Manage all HR-related subjects (illness, holidays, etc.)

OTHER

- Actively contribute to cross-center information sharing and common projects
- Organize and take part in school events, workshops, trainings, outings, and activities which may take place at weekends or in the evening
- Liaise with colleagues and work flexibly
- Attend staff meetings
- Respect school rules and regulations

4. SKILLS AND EXPERIENCE

EDUCATION

- Degree in External Relations, international development or equivalent
- 3 years of experience in a management role
- Very good level of English (spoken and written)
- Knowledge of French is a plus (but not compulsory)
- Strong analytical and synthetic skills
- Rigorous, well-organized, autonomous, and proactive
- Ability to work as a team member in a multicultural environment
- Eager to learn, adapt to new situations, and take up challenges
- Willingness to work with IT professionals and students
- Proficient in Microsoft Word, Excel, PowerPoint, Google workplace, Salesforce.

5. STATUS AND CONDITIONS

- Contract: Fixed Duration Contract FDC
- Salary: Negotiated based on experience
- Annual Leave: 2 days per month
- Working day: Monday-Friday
- Seniority indemnity: Based on labor laws
- Public holiday: Based on Labor Laws
- Insurance: NSSF and private insurance
- Environment: Multicultural team setting (Khmer, French)



6. HOW TO APPLY

- Please send your CV and cover letter in English to missions@passerellesnumeriques.org **Ref: PNC ERO Manager**. Note: Please state your expected salary in the application email.
- Interested candidates are encouraged to apply as soon as possible. Applying earlier can provide a potential advantage in the interview process. The deadline for receiving application forms is Monday, July 28, 2025, by 5:00 PM.