



PEPY Empowering Youth Job Announcement

Position title:	Incubator Manager
Location/Based at:	Siem Reap Province, Cambodia
Responsible to:	Executive Director

Thank you for your interest in applying to PEPY Empowering Youth! Our vision is to see young Cambodians with the capacity to pursue careers to improve the quality of their lives. The mission of PEPY Empowering Youth is to work with young Cambodians and connect them to the skills, opportunities, and inspirations needed to reach their potential. We believe that education is the key to sustainable change and recognize the importance of the holistic impact of development programs. Our programs work in concert with one another, both in and out of the classroom, to create an atmosphere where education becomes valued and valuable.

Incubator Manager Overview:

PEPY team will be expanding to support more talented youth in Siem Reap by providing a social enterprise incubator. The purpose of this incubator is to connect youth with great ambition and business ideas with an investor community, network, and the necessary skills to run a successful start-up by the close of the course.

Roles and Responsibilities (Incubator Manager):

- Finalize the curriculum for the Incubator, by connecting with trainers and research incubator courses online to plan each module in detail.
- Support the Incubator Officer in developing an ICT course for incubator participants focused on the basic skills they need to participate in the start-up course.
- Work with the Incubator Officer to recruit incubator participants and mentors.
- Hold Saturday workshops with incubator participants and the Incubator Officer to cover the course content occasionally with outside trainers or PEPY staff.
- Identify trainers and speakers to bring into the course.
- Plan additional events to take place at the co-working space
- Hold regular meetings and discussions with other Incubator programs in Siem Reap and Phnom Penh with PEPY's Partnership and Development Manager to make adjustments to our program and build partnerships and lesson sharing opportunities between the organizations
- Actively promote PEPY's co-working space and create a schedule and code of conduct for youth entrepreneurs and incubator partners that also want to use the space.
- Partner with PEPY's Partnership and Development Manager to hold tours and partnership sessions in the co-working space to promote and share PEPY's work.
- Work in partnership with the Incubator Officer to design surveys to conduct regular feedback sessions with the participants to change or improve the curriculum.
- Provide regular reports to Incubator donors and edit the Incubator Officer's work.
- Attend PEPY meetings and team building activities.
- Follow PEPY's policies and codes of conduct and ensure the safety of PEPY property and your team members.
- Develop and review incubator related policy documents and oversee its Monitoring and

Evaluation system.

Preferred Requirements:

- Has at least 2 years-experience running and/or working at the management level in a business or NGO
- Has participated in either an incubator or start-up training program before or has consulted youth in business planning
- Has a working knowledge of Gmail, Google Calendar, Microsoft Office, Google Docs, and social media pages
- Is comfortable writing in English and Khmer
- Is comfortable in a leadership role that requires them to help manage a group of participants and network across various local and international groups
- Has skills in mentorship and is confident to seek out resources and assistance when they are out of their area of expertise
- Is very comfortable taking initiative, managing their schedule, and conducting research either in person or online
- Is able to give trainings in person and through computer applications
- Has some experience teaching, providing workshops, OR giving trainings.

Our Commitment to our Core Values:

- All PEPY Empowering Youth staff are hired and evaluated based on their fit with PEPY Empowering Youth's Core Values. We look for team members who are committed to life-long learning, open to giving and receiving constructive feedback, and responsible with spending. It is important that all staff not only know and understand each core value, but also model these values while working at PEPY Empowering Youth.
- Each staff member should consider our core values when making strategic decisions about their work and in their lives.

Employment Notice:

PEPY is an equal opportunity employer and does not discriminate on the basis of sex, age, gender, disabilities, etc. However, please note, that PEPY has a strict **Child and Youth Protection Policy** to ensure that our participants are able to thrive and learn in a safe and positive environment. If you apply to work at PEPY, we will conduct a thorough background check and contact the references you provide.

To Apply:

Interested applicants should submit a cover letter and CV at PEPY Empowering Youth Office: #N28, St. Neak Poan, Trapang Ses Village, Sangkat Kok Chork, Siem Reap Town/Province or send the documents via email to apply@pepyempoweringyouth.org before **5 pm on Monday 2nd November, 2020**. Only shortlisted candidates will be contacted for an interview.