



CENTRE FOR PEACE &
CONFLICT STUDIES

Leadership and Facilitation for Positive Peace in Asia

Announcement of Job Opening – Grants Manager & Partnerships Coordinator

The Centre for Peace and Conflict Studies (CPCS) is looking for a proactive and strategic **Grants Manager and Partnerships Coordinator** to build strong relationships with donors and institutional partners, support implementing partners, and manage CPCS's diverse government-funded grant portfolio. The role will translate CPCS's peacebuilding work and impact into compelling donor engagement, lead proposal and grant development, and identify new funding opportunities aligned with CPCS's values and approach. The role is a critical liaison across CPCS teams and strategic partners, to streamline communication, compliance, and engagement. Strong experience in development and management of proposals and grants with the same or similar donors, particularly in Asia and within peacebuilding, conflict transformation, or related fields, is highly valued.

About CPCS

The Centre for Peace and Conflict Studies (CPCS) is a Cambodia-registered, regionally focused NGO advancing **peacebuilding and conflict transformation in Asia**. CPCS works to influence conflict dynamics and address the structural and systemic causes of conflict through accompaniment, investment in key people, and practical conflict transformation approaches.

CPCS's work is grounded in **ongoing conflict analysis, stakeholder engagement, facilitation, dialogue, generative listening, and collaborative action**. Working in this way supports **new thinking, relationships, and collaborative** action that strengthen peacebuilding. Through **networking**, CPCS connects with peacebuilding experience across Asia, bringing forward **uniquely Asian approaches to conflict transformation**. Together, these efforts enable CPCS to influence conflict dynamics, facilitate transformative dialogue, and develop and share Asian-led approaches and practices.

CPCS is a value-driven organization; these core values guide our interventions, partnerships, and culture. Our values are:

- **Grounded:** We are committed to mindful interventions into violent conflict. We design conflict transformation initiatives rooted in critical and on-going analysis.
- **Excellence:** We are committed to outstanding work. We challenge ourselves and each other to on-going improvement in our work.
- **Trust:** We create and nurture relationships with our partners and each other that are honest, generous, and respectful. We practice humility, empathy, and solidarity. We value diversity.
- **Courageous:** We embrace challenges, are innovative, persevere and push boundaries. We support and encourage others and ourselves to take leadership and initiative.
- **Continued Learning:** We critically reflect on our work and act on our learning to adapt our approaches, programmes, and goals. We share our learning and learn from the approaches and experiences of others.

About the Position

The **Grants Manager and Partnerships Coordinator** supports CPCS's conflict transformation interventions by fostering strong and strategic relationships with donors, partners, and key



implementing entities. The role strengthens partner capacity through effective grant and project cycle management, translates CPCS's approaches and impact into compelling donor engagement, and oversees a diverse portfolio of government and foundation funding, including partnerships with the European Union, Department of Foreign Affairs Australia, UNOPS, Misereor, and Bread for the World. The position leads the development of a funding strategy that reflects CPCS's values and strategic priorities while responding to donor priorities and emerging opportunities. It builds and strengthens partnerships with implementing partners to enhance coordination, reporting, compliance, and strategic alignment across CPCS programmes.

Expected Duties and Responsibilities

- Own the full donor relationship lifecycle: due diligence, contract compliance, reporting, and updates, working closely with finance, admin, and program teams;
- Serve as primary point of contact with donors: sending financial reports and requests, following up, and coordinating due diligence checks with admin;
- Develop and drive CPCS's funding strategy, ensuring alignment between CPCS values/priorities and donor priorities;
- Build and manage strategic partnerships, including with implementing partners, to streamline their work, reporting, and strategic alignment;
- Consolidate and quality-check proposals and reports drafted by program teams: program teams remain responsible for the substantive content (context, approach, methodology, activities); this role ensures consistency, completeness, and that all donor requirements are addressed;
- Lead monitoring and evaluation processes;
- Capture and communicate CPCS's impact stories and successes;
- Coordinate CPCS-wide responses and information flow to donors (reports, updates, briefings), liaising with other staff as needed;
- Track and follow up on requirements from implementing partners;
- Other duties or roles as assigned by the Executive Director.

Qualifications:

- **Education:** Master's degree in Peace and Conflict Studies, Social Sciences or related field. In lieu of a master's degree, candidates with a bachelor's degree and minimum five (5) years' experience will be considered.
- **Experience:** At least three (3) years practical experience in executing tasks like those described above. Previous experience with donor management, grant writing, reporting is a must. Experience of working with a Non-Governmental Organisation (NGO) in Asia or other international setting is an advantage; experience in peace building / conflict management setting is desirable.
- **Values Alignment:** It is essential that the candidate have a strong sense of personal values and principles, which align with CPCS values and ethos. Deep understanding of CPCS's philosophy, strategic frameworks, and the principles/practices of conflict transformation and peacebuilding, with the ability to translate this into compelling grants and reports.

Skills & Attributes:

- **Required Disposition:** Timely, proactive communicator, comfortable as an external-



CENTRE FOR PEACE &
CONFLICT STUDIES

Leadership and Facilitation for Positive Peace in Asia

facing point of contact, action oriented, with ability to follow up and respond quickly to new opportunities. Strong attention to details – compliance, M&E, due diligence. Actively seeks and shares feedback. High level of emotional intelligence, interpersonal skills, and the ability to adapt cross-cultural settings, including working within multiple cultural contexts simultaneously.

- **Organizational Skills:** Must be highly motivated, hardworking, detail oriented, highly organized, able to coordinate across multiple teams and donors simultaneously. Demonstrated commitment to excellence: Ability to meet short- and long-term deadlines without direct supervision.
- **Interpersonal Skills:** Ability to develop and manage strong relationships with diverse partners and multiple stakeholders; ability to network.
- **Communication Skills:** Articulate and tactful oral and written communication skills with a strong command of English. High level of English writing, editing and proof-reading skills. Ability to synthesize complex ideas without losing all nuance is essential.
- **Confidentiality:** Protects the organization and its operations by ensuring the confidentiality of sensitive information.

This position is full time, and based in Siem Reap, Cambodia. Compensation package includes salary (less Cambodia withholding taxes), seniority pay, health insurance, and working documents (visa, work permit). Salary is commensurate with experience.

To apply, submit a **letter of motivation, CV/Resume, and three (3) references**, to centrepeaceconflictstudies@gmail.com

Deadline to apply is **September 22, 2026 at 5:00pm Cambodia time**.

Only short-listed candidates will be contacted for interviews.