

## Terms of Reference

### I. Position Information

<b>Job Title:</b>	Aid Coordination Officer In charge of Thailand and ASEAN countries
<b>Department:</b>	Aid Coordination with Asia, Pacific, and Oceania Countries
<b>Report to:</b>	Director and Deputy Director of Asia Pacific and Oceania Countries Department
<b>Duration of Appointment:</b>	One year period with three-month probation (01 May to 31 July 2020). Contract will be annually extended based on satisfactory performance.
<b>Duty Station:</b>	CRDB/CDC (Phnom Penh)

### II. Background and Organizational Context

The Cambodian Rehabilitation and Development Board (CRDB) is an operational arm of the Council for the Development of Cambodia (CDC) with the mandate to act as the Royal Government of Cambodia's coordinating body for managing external aid, officially known as the Official Development Assistance (ODA) with line ministries and agencies and the development partners.

To successfully achieve the mandate in mobilizing and managing the ODA, as articulated in the government's policy documents i.e. the Rectangular Strategy (RS), the National Strategic Development Plan (NSDP) and the strategies at sector level, the RGC prepared and adopted the Development Cooperation and Partnerships Strategy 2014-2018 (DCPS-2014-2018) which is being reformulated for the next period of 2019-2023 as a framework to guide for the successful implementation of its mandate. CRDB/CDC, as embedded in its mandate, is designated as the RGC's secretariat to lead the implementation of the Strategy.

Organizationally, CRDB/CDC has the following departments within its organizational structure each of which is led by a director and deputy directors:

- Administration Department,
- Policy and Official Development Assistance Coordination Department,
- Aid Coordination with Asia, Pacific, and Oceania Countries Department,
- Europe and North America Department,
- Information Management Department
- International Financial Institutes Department,
- NGOs Coordination Department,
- UN Agencies Department,

### III. Overall Purpose of the Post

The current priorities of CRDB/CDC include:

- Preparation and conduct of the bilateral and multilateral dialogues and consultations with Development Partners (DPs),
- Validation of the ODA Data to ensure it is in consistence with the current status of development and trends for the preparation of the annual Development Cooperation and Partnerships Report,
- Follow up the implementation of the Joint Monitoring Indicators (JMIs) and update the status
- Work closely with line ministries/agencies, coordinate and provide technical supports on the implementation of the Industrial Development Policy (IDP),
- Strengthening partnership and leadership of the institution

In order to provide sufficient technical supports to departments as well as the management, CRDB is recruiting one qualified professional to carryout assignments in the position of Aid coordination officer in charge of Thailand Cooperation and ASEAN countries including IAI, ACMEC and regional cooperation. The successful candidate will be assigned to work in the Aid Coordination with Asia, Pacific, and Oceania Countries Department to take responsibilities of a wide range of coordination functions with Thailand; ASEAN countries

and other DP that assign by department.

#### IV. Key Assignments

Under the overall guidance and direct supervision of the director and deputy director of the Aid Coordination with Asia, Pacific, and Oceania Countries Department, the incumbent will serve as the focal point to take responsibilities for a broad range of technical functions within the scope of the assignment. The specific duties of the position will include:

- **Understanding the Thailand Development Cooperation, and ASEAN framework of the countries responsibility**
- **Understanding the NSDP, CSDG, RS IV and development cooperation report**
- **Prepare minute of the meeting, and report that assign by director and deputy director of the department**
- **Prepare letter/note to ministries which assign by director**
- **Follow up-on going projects/programs, development cooperation program including mission, training, meeting and documents that sign by DPs under Thailand portfolio**
- **Participate in the meeting/event that organize by DPs and institutions**
- **Prepare aid memoir, country report, talking note, that assign by director /deputy director**
- **Follow up the progress of implementation 3 years development plan, AITP, and trilateral Cooperation, ACMEC, ASEAN Summit, ASEAN Foreign Minister Submit**
- **Participate in TWG Forestry meetings.**
- **Participate in the preparing department work plan (Please refer to TOR as attach)**

#### V. Competencies Required

##### **Skills and Competencies:**

- English Proficiency
- Ability to identify and analyse complexity of the assignment and articulate appropriate solutions,
- Be proactive to the role and assignments,
- High level communications and interpersonal skills - good writing skills,
- Possess good command of English/Khmer languages, and
- Ability to conceptualize political and development assistance trend
- Knowledge of Information management, data gathering and statics,
- Technical skill related to development cooperation management,
- Strong computer skills; proficiency in using computer applications (e.g. Microsoft Word, Excel, PowerPoint and Internet).

**Experience:** Experiences on development assistance management and coordination of development projects/programmes with government and Development Partners.

**Qualification:** At least a bachelor degree /master majoring in Economics, International Relations, Business/Public Administration or related field from a recognized education institution.

**Note:** Qualified women are highly encouraged to apply