

# Terms of Reference

## I. Position Information

<b>Job Title:</b>	Policy Officer in charge of Development Assistance Data Quality Assurance
<b>Department:</b>	Policy and Official Development Assistance Coordination
<b>Report to:</b>	Director and Deputy Director of (department name)
<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 agency for coordinating and managing the Official Development Assistance (ODA) cooperating with RGC's line ministries and agencies, development partners and non-government organization (NGOs).

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:

- **Prepare a monthly analytical report (in English/or Khmer) on global and national events relating to ODA trends/or dialogues to be submitted to the department.**
- **Collaborate with the Information Management Department to update the ODA data, analyse and report regularly to the department.**
- **Collaborate with the Information Management Department to update glossary of ODA terms and relevant features in the Cambodia ODA database.**
- **Act as a supportive focal point to work with specialized departments in CRDB/CDC to update, validate, and extract the ODA data for the analysis and dissemination to development partners and RGC's ministries.**
- **Maintain the official ODA data and apply for the visualization for CRDB's annual Development Cooperation Trend report and relevant ODA reports, such as charts and data set.**
- **Actively involve and support CRDB's annual process of ODA database customization and prepare related concept note and report (e.g. ODA manual).**
- **Provide regular trainings to CRDB's staff on the new ODA features and data.**
- **Perform other tasks assigned by CRDB senior management and head of department.**

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 Policy Officer in charge of Development Assistance Data Quality Assurance. The successful candidate will be assigned to work in the Policy and Official Development Assistance Coordination Department to take responsibilities of a wide range of development cooperation policy supports and coordination.

#### IV. Key Assignments

Under the overall guidance and direct supervision of the director and deputy director of the Policy and Official Development Assistance Coordination Department, the incumbent will serve as the focal point to take responsibilities for a broad range of technical functions within the scope of development cooperation policy supports and coordination. The specific duties of the position will include:

- **Fully aware of all development partner and RGC's policies and strategies such as the Rectangular Strategy and NSDP, CRDB's Development Cooperation and Partnerships Strategy (2019-2023), etc, and support the implementation.**
- **Support the department in producing CRDB's annual Development Cooperation Trends report.**
- **Take part in all dialogues between RGC and development partners and relevant meetings.**
- **Implement and support the implementation of the Department's annual work plan.**
- **Provide departmental supports to the department head and ensure that all policy documents are kept up to date and maintained properly.**
- **Translate incoming and outgoing correspondence and reports from English to Khmer and vice-versa, as requested by CRDB's senior management.**
- **Shared and perform any other (urgent) tasks assigned by CDC/CRDB senior management.**

#### V. Competencies Required

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

- Ability to identify and analyze 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).
- Inter-personal skill and ability to work as a team work.

**Experience:** Experiences on development assistance management and coordination of development projects/programmes with government and Development Partners with one year experience is encouraged.

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

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