

Job Descriptions

I. Position Information

Job Title:	Aid Coordination Officer(s)
Report to:	Director and Deputy Director of the Assigned Department
Duration of Appointment:	01 May to 31 December 2018 (renewable)
Duty Station:	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-Phase III (RS3), 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) 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. Within this framework, CRDB/CDC has partnered with a number of development partners through various development projects since 1994 to build the national capacity of the government to fulfill this mandate.

In addition, CRDB, in its capacity as the implementing partner of the Partnerships for Development Results-Phase 2 (PfDR-2) will ensure that the provision of extension of the following supports will be fully and completely coordinated:

- SDG localisation - support the Ministry of Planning to localise the SDGs and prioritise their incorporation into the NSDP as part of an integrated approach to national financing and monitoring of the CSDGs;
- LDC Graduation - ensuring Cambodia's readiness to lead and manage its prospective graduation from the Least Developed Country group and to formulate an effective transition strategy that meets near-term objectives and continues to address human development and economic vulnerability over the longer term; and
- Implementation of the Industrial Development Policy - strengthening the IDP via the Secretariat's capacity to lead on coordination, policy research/advisory services, and reporting/monitoring.

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

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

The Aid Coordination Officer(s) will be assigned to work in two technical departments, i.e. the International Financial Institutes Department (IFIs) and the Asia Pacific and Oceania Countries Department to take responsibilities of a wide range of technical and supporting tasks including validation of the ODA data, coordinate with line ministries and relevant development partners' portfolios, analysis of development trends manage the request/proposals from ministries/agencies etc. that will help to ensure that the coordination works of the assigned department will be fully and smoothly provided.

III. Functions/Key Results Expected

Under the overall guidance and direct supervision of the assigned director and deputy director of the department, and with advisory supports from the Senior Management and PfDR-2's Team, the Aid Coordination Officer will be responsible for the following specific duties:

- Manage and coordinate with Development Partner to support the development of Cambodia,
- Coordinate and provide technical support to assigned portfolios DPs' data operator focal point in data entry and quoting information process from the project document to Cambodia ODA Database (Offline and Online);
- Monitor and review projects/programs in ODA Database (Pipeline and On-going Projects/ Programmes) to correct information via coordinating with Portfolios' DP data operator focal points;
- Mobilize record and download both project/programme documents and final updated data to maintain as soft copy of portfolios' DP data in the Cambodia ODA Database and, if applicable, the DPs' online databases;
- Generated DPs' ODA data into portfolios spread sheet and produce analytical reports bi-annually and annually to director and deputy director of the department,
- Arrange the dialogue meeting between CRDB and portfolios' DP data operator groups about data update of on-going projects/programmes as well as entry new/pipeline projects/programme;
- Monitor RGC's policies that have implications for the development cooperation management, such as the Rectangular Strategies, NSDPs, PIPs, and sector strategies as well as development in the international arena on aid effectiveness issues;
- Summarize and prepare communication letters to concerned Government Ministries/Agencies and portfolios DPs about the Government political development;
- Attend and address RGC political view point on Development Effectiveness in the Technical Working Groups and TWG-meetings/workshops as well as Inter-ministerial cooperation with DPs;
- Assist Aid Coordination Policy Department, CRDB/CDC, in preparing and monitoring the implementation of Development Cooperation and Partnership Strategy (DCPS) in relevant TWG as well as produce analytical report on ODA trend by validating Cambodia ODA Database (portfolios' DPs);
- Participate and contribute to P&H TWG meetings;
- Produce and update portfolios' DPs aid memo regularly related to Country Development Assistance Cooperation (Country Assistance Strategy-CAS) and lending and non-lending projects/programmes and submit to CRDB Management through Department Director;
- Produce monthly and annual report on departmental activities and submit to Council of Ministers (COM) through Admin Department, CRDB/CDC;
- Contribute and collaborate on departmental annual workplan process and determine priority road map in order to strengthen partnership and cooperation among CRDB/CDC, portfolios' DPs and government sector; and
- Perform other duties as required by department management.

IV. Competencies Requirement

Skills (Knowledge) and Competencies:

- Ability to identify and analyze complexity of the assignment and articulate appropriate solutions to the role,
- Flexible and ability to adapt and work with accuracy under time constraints and pressure
- Strong interpersonal, management and negotiation skills, able to establish & maintain effective working relations,
- Analytical and problem solving skills,
- Good command of English/Khmer languages, and strong computer skills; proficiency in using computer applications (e.g. Microsoft Word, Excel, PowerPoint and Internet), and

Experience:

At least two year experiences with similar assignments from either private institution or NGOs with strong analytical skills and sound judgment,

Qualification:

A University Degree in Management, Public Administration, Financial Management or a closely related discipline from recognized training institution(s).

Qualified women are highly encouraged to apply