

Job Descriptions

I. Position Information

Job Descriptions:	Policy Analysis Officer
Duty Station:	Cambodian Rehabilitation and Development Board of the Council for the Development of Cambodia (CRDB/CDC), Phnom Penh, Cambodia
Report to:	Senior Management, CRDB/CDC, PfDR-2 Team and delegated Deputy Director, Policy Department, CRDB/CDCC
Duration of Appointment:	01 May 2018 to 31 December 2018 (renewable)

II. Background and Organizational Context

The Cambodian Rehabilitation and Development Board of the Council for the Development of Cambodia (CRDB/CDC) is mandated to act as the Royal Government's coordinating body for managing development cooperation with the line ministries and agencies and the development partners. Per status of the current development, CDC's mandate has been extended to leadership of the Industrial Development Policy (IDP), management and monitoring. In this regard, CRDB is "to act as the operational arm of CDC to lead, facilitate and implement the industrial development policy vis-à-vis public investment" and lead resource mobilization efforts with development partners. Furthermore, CRDB in its capacity as the implementing partner of the Partnerships for Development Results-Phase 2 (PfDR-2) will ensure that the provision of extended 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.

To ensure that the technical and support functions are effectively and efficiently provided to the Senior Management of CRDB/CDC, CRDB/CDC will recruit a professional and talented Cambodian to fill a new position of a "Policy Analysis Officer". The Policy Analysis Officer will work under the direct supervision of the CRDB/CDC Senior Management and the PfDR Team to assume responsibilities for a broad range of technical and advisory support functions on the following prioritized tasks:

- i. Implementation of the Development Cooperation and Partnerships Strategy (DCPS),
- ii. Leading, facilitating and implementing the Industrial Development Policy (IDP),
- iii. Implementation of Capacity Development Strategy (CDS) and Knowledge Management,
- iv. Supporting the works for Least Development Countries (LDC) graduation,
- v. Support SDG Localization, and
- vi. Global Partnerships trends and promoting the bilateral consultation meetings/dialogues,

III. Functions/Key Responsibilities

Under the overall guidance and direct supervision of the Senior Management, the PfDR-2 Team or delegated director and deputy director of the Policy Department the Policy Analysis Officer is responsible for a wide range of technical tasks specifically:

Implementation of the Development Cooperation and Partnerships Strategy (DCPS)

- Work closely with line departments, majorly with Asia and Pacific Department, to update information about development cooperation between RGC and Asia-Pacific partners including Australia, China, Korea, Japan, New Zealand
- Provide inputs to Development Partner's Country Assistance Program and International Cooperation Agency's Policy to Cambodia in the aforementioned area and in comparison with Cambodia's national policy and strategy;
- Provide inputs to the policy dialogues and bilateral consultations between the Governmental ministries/institutions and development partners and prepare minutes of meeting and submit to management;
- Support the analytical work on Annual Development Cooperation Report and support line department's ODA validation work to assure the good ODA data quality.

Leading, facilitating and implementing the Industrial Development Policy (IDP),

- Work with Information Department to encode IDP project number to all ODA projects that support IDP's policy measure/action plan
- Coordinate with IT expert to extract data from ODA database, and generate table and graph to illustrate ODA supports to IDP upon request by CRDB's management and line ministries
- Analyze ODA supports to IDP's policy measure/action plan and prepare annual/progress report as per request by Policy Department of CRDB
- Formulate ODA IDP Project List and study the methodology for formulating/tracking/ reporting IDP Public Investment Program and provide technical assistance as per request by Policy Department of CRDB

Implementation of Capacity Development Strategy (CDS) and Knowledge Management

- Prepare concept paper and facilitate series of CRDB's staff seminars and trainings aimed for strengthening CRDB's staff capacity;
- Participate in meetings, workshops/seminars; undertake project monitoring and evaluation and field visit and prepare reports on results for the management
- Consolidate departmental work plan, draft annual institutional work plan, and carry out the planned activities efficiently within the agreed time frames;
- Lead and coordinate the preparation of the Capacity Development Strategy (CDS) and monitor progress of CDS implementation, to prepare evaluation report, and to revise the strategy for sustainable capacity development in CRDB

Supporting the works for Least Development Countries (LDC) graduation

- Assist the CRDB/CDC Senior Management on 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
- Support CRDB's management in all relevant works to conduct research and to facilitate logistic arrangement for knowledge sharing about LDC transition strategy;
- Provide intellectual support to relevant policy works to inform the RGC and development partners about Cambodia's LDC status and forward looking.

Support SDG Localization

- Provide coordination in the process of incorporation of the CSDG into the NSDP as part of an integrated approach to national financing and monitoring of the CSDGs;
- Follow up the progress of Cambodia Sustainable Development Goals (CSDG) localization and facilitate the supply of data to Ministry of Planning;
- Facilitate knowledge dissemination about integration of SDG and NSDP 2019-2023, and role of ODA in contribution to SDG and NSDP achievement

Global Partnerships Trends and Promoting the Bilateral Consultation Meetings/Dialogues,

- Follow up on Financing for Development (FfD) and Development Effectiveness through the review of the global context of development cooperation and examine the evolvement of development cooperation in Cambodia
- Work as a Supporting Officer for Policy Department on a joint Program of Work with Climate Change Department of Ministry of Environment in the framework of Cambodia Climate Change Alliances (CCCA) Phase II and III
- Study the status of Public Finance Management Reform Program to assist the preparation of CRDB's Budget Strategic Plan and CRDB's IDP-Public Investment Program (IDP-PIP)
- Participate in workshop, seminar, and TWGs meeting to absorb knowledge and information about development project implementation and stakeholder coordination
- Prepare concept paper, meeting minute and mission reports as per requested by Policy and Development Assistance Coordination Department
- Perform other duties as required by Head of Policy Department.

IV. Competencies Requirement

Skills (Knowledge) and Competencies:

- A good command of spoken and report writing skills in both English and Khmer,
- Experiences in similar position with strong analytical skills and sound judgment,
- Strong interpersonal & management skills, able to establish & maintain effective working relations,
- Good knowledge of computer applications (i.e. Microsoft Word, Excel, PowerPoint, Internet, E-mail etc.), and
- Team-working skills
- Team-working skills

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

Qualification: Master degree in public administration, Social Sciences, Economics, Laws or a closely related discipline from recognized training institution(s).

Qualified Women are strongly encouraged to apply,