

# Job Descriptions

## 1. Position Information

<b>Job Title:</b>	Procurement and Contract Management Officer
<b>Duty Station:</b>	Cambodian Rehabilitation and Development Board, Council for the Development of Cambodia (CRDB/CDC), Phnom Penh, Cambodia
<b>Report to:</b>	Director and Deputy Director, Administration Dept., CRDB/CDC
<b>Duration of Appointment:</b>	01 May 2018 to 31 December 2018 (renewable)

## 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 Procurement and Contract Management Officer will be assigned to work in the administration department to take responsibilities for a wide range of technical tasks including the provision of sound logistical supports for high level events/meetings, controlling of assets and ensuring all transactional managements and processes are timely implemented with effective and efficient manner and in due diligences.

### III. Functions/Key Results Expected

Under the overall guidance and direct supervision of the director and deputy director of the administration department, the Procurement and Contract Management Officer will be responsible for the specific duties which include:

- Ensure that annual procurement plans are prepared and approved on time and ensure it is regularly updated,
- In closed collaboration with assigned focal-point officers of relevant departments, review and verify technical specifications (for goods and works) and Terms of References for consultant services,
- Prepare and manage all procurement activities, including advertising, prequalification of consultants, preparation of long and short lists, coordinate and conduct pre-bid meeting, bid receipts and opening, evaluation of proposals and tendering's, negotiations, draft the procurement report for the committee to endorse by ensuring that transactional processes are carried out in due competitive and diligent manners strictly adhere to the policies and guidelines provided in the CRDB/CDC's Operations Manual,
- Conduct regularly the relevant market researches for procurement bid lists, as required,
- Manage and ensure that all procurement of goods and services are fully supported with required supporting documents before the Purchase Order or Contracts can be generated and issued,
- Ensure updated lists of suppliers, consultants, hotels, travel agents and other appropriate sources that are relevant to the work of CRDB/CDC and as required by the director and deputy director of the department and the senior management,
- Participate in all technical meetings in order to ensure timely implementation with a focus on procurement related activities,
- Coordinate with relevant officers for regular preparation of appropriate reports,
- Ensure documentations are recorded in order and with sufficient supporting documents,
- Service travel arrangement for missions of officials to overseas or provinces and process Daily Subsidiary allowance (DSA) and other costs related to the missions by ensuring that the applied rules and procedure are strictly followed,
- Facilitate the required periodic or annual audits exercises and perform all tasks that are necessary to ensure that all the procurement activities are carried out expeditiously and efficiently and free of wasteful expenditures, fraud, omissions and errors,
- Manage and ensure that all procurement files in the evaluation process are kept in safe and closed location, and
- Perform other duties as may be required by director and deputy director of the department.

## 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 Financial Management, Accounting or a closely related discipline from recognized training institution(s).

Qualified women are highly encouraged to apply