

Terms of Reference

I. Position Information

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| Job Title: | Aid Coordination Officer In charge South-South Cooperation |
| Department: | Aid Coordination with Asia Pacific and Oceania Countries |
| Report to: | Director and Deputy Director of Asia Pacific and Oceania Countries Department |
| Duration of Appointment: | One year period with three-month probation (01 March to 31 May 2022). Contract will be annually extended based on satisfactory performance. |
| 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 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 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 Development Assistance Coordination Department,
- Aid Coordination with Asia, Pacific, and Oceania Countries Department, (Asia Dept.)
- Department of Bilateral Development Assistance Management with European Countries, European Union, and America (EU Dept.),
- Information Management Department
- International Financial Institutes Department,
- NGOs Coordination Department,
- Management of Development Assistance with United Nation Development Programmes and UN System Department, (UN Dept.)

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 South-South Cooperation and Triangle Cooperation Program including Third Country Training Programme, Country

Training Program and One Belt Road. The successful candidate will be assigned to work in the Aid Coordination with Asia, Pacific, and Oceania Countries 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 NSDP, CSDG, RS IV and development cooperation report
- Manage and coordinate program under South-South Cooperation (SSC)
- Understand South-South Cooperation framework/policy and study/analyze Cambodia's potential to receive and contribute in SSC
- Prepare and update Aide Memoirs on South-South Cooperation as requested by management;
- Be able to prepare Project Concept Note of conducting South-South Cooperation Training
- Coordinate and facilitate training with development partner to serve a purpose of development capacity of the institution.
- Research and development of emerging countries in Indo-Pacific Countries.
- Collect and maintain hard and soft copies of related SSC's programs/project and other related documents;
- Follow up with trend of development cooperation related to SSC (SDGs, Climate Change etc...)
- Follow up the cooperation and collaboration activities between South-South Cooperation and other international institutions such as "The UN, ASEAN, EU, AUS, etc..."
- Prepare incoming and outgoing correspondences in Khmer and/or English to concerned Government ministries/agencies and development partners;
- Participate and contribute to the arrangement of internal and external SSC meeting and event, prepare minutes of meeting and submit to management;
- Participate in meetings, workshops/seminars; undertake project monitoring and evaluation and field visit and prepare for the management the report of these activities;
- Participate in the preparation of Asia department annual work plan and carrying out the planned activities efficiently within the agreed time frames;
- Perform other duties as required by the director and deputy director of Asia department;
- Proactively convene a regular monthly internal seminar to disseminate findings and knowledge sharing to CRDB/CDC

V. Competencies Required

Skills and Competencies:

- English Proficiency
- 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 statistics,
- Technical skill related to project management and 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 International Relations, Development Study, Public Administration or related field from a recognized education institution.

Note: Qualified women are highly encouraged to apply