

Terms of Reference

I. Position Information

Job Title:	Aid coordination Officer in charge of Asian Development Bank (ADB)
Department:	Aid Coordination with International Financial Institutions (IFIs)
Report to:	Director of Aid Coordination with International Financial Institutions Department
Duration of Appointment:	One year period with three-month probation (01 March to 31 May 2021). 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 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 (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
- Aid Coordination with International Financial Institutions,
- NGOs Coordination Department,
- UN Agencies Department,

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 Asian Development Bank. The successful candidate will be assigned to work in the Aid Coordination with International Financial Institutions Department to take responsibilities of a wide range of coordination functions with the Asian Development Bank and other DP that assign by Department.

IV. Key Assignments

Under the overall guidance and direct supervision of the director and deputy director of the Aid Coordination with International Financial Institutions Department the incumbent will serve as the focal point to take responsibilities for a broad range of technical functions within the scope of assignment. The specific duties of the position will include:

- **Understanding the RS IV, NSDP, CSDGs, Sector Strategies and DPs' Country Strategy**
- **Understanding DPs' Country Strategy and provide advisory to the preparation of ADB's Country Partnership Strategy by addressing on the need to align with the RGC priorities and strategies.**
- **Participate in the meetings, workshops that organize by DPs, Line Ministries and Institutions**
- **Prepare minute of the meeting, and report that assign by the department director**
- **Prepare aid memoirs, summary reports and notes that assign by director**
- **Follow-up on ADB's projects/programs (including: On-going, Pipeline, Suspended and Completed) through websites, missions and meeting.**
- **Follow up on ADB's activities/publications/events with regard to their support for Cambodia development as well as their involvement in the major sectors including Economic, Social, Infrastructure and Cross-cutting issue**
- **Participate in Private Sector Development Technical Working Group (TWG-PSD) meetings**
- **Support in the preparing department work plan**

V. Competencies Required

Skills and Competencies:

- Ability to identify and analyse 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).

Experience: Experiences on development assistance management and coordination of development projects/programmes with government and Development Partners.

Qualification: At least a bachelor degree majoring in Business/Public Administration, Economics or related field from a recognized education institution.

Note: Qualified women are highly encouraged to apply