

# Terms of Reference

## I. Position Information

<b>Job Title:</b>	Aid Mechanism Support Officer
<b>Department:</b>	Policy and Development Assistance Coordination Department
<b>Report to:</b>	Director and Deputy Director of Policy and Development Assistance Coordination Department
<b>Duration of Appointment:</b>	One year period with three-month probation (01 March to 31 May 2022). Contract will be annually extended based on satisfactory performance.
<b>Duty Station:</b>	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:

- **Provide inputs to the RGC's national policy formulation and review including the Rectangular Strategy and relevant policies**
- **Work with specialized departments in CRDB/CDC to share updated ODA manual and disseminate to development partners and line ministries**
- **Review Development Cooperation and Partnerships Strategy (DCPS) and Development Cooperation and Partnerships Report (DCPR)**
- **Prepare and draft official letter in both English and Khmer**
- **Participate in global events, trainings, and meetings**
- **Participate in the meeting with line ministries (Free topic)**
- **Prepare annual work plan and work progress for the department**
- **Prepare and facilitate meetings under the Policy and Development Assistance Coordination Department**

- Prepare and coordinate staff seminars and share updated information on ODA and ODA database
- Perform other important tasks assigned by the department and CRDB senior management.

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 Mechanism Support Officer**. The successful candidate will be assigned to work in the Policy and Development Assistance Coordination Department to take responsibilities of a wide range of development cooperation policy supports and coordination.

#### IV. Key Assignments

Under the overall guidance and direct supervision of the director and deputy director of the Policy and Development Assistance Coordination Department, the incumbent will serve as the focal point to take responsibilities for a broad range of technical functions within the scope of development cooperation policy supports and coordination. The specific duties of the position will include:

- Provide quarterly research on international development policies and brief report to the department and management in both English and Khmer
- Review, follow up, and report regularly on the global development cooperation mechanisms including Global Partnership for Effective Development Cooperation (GPEDC), the Sustainable Development Goals (SDGs), Organization for Economic Cooperation and Development (OECD), and Financing for Development (FfD)
- Support and provide inputs for preparation of the Joint Monitoring Indicator (JMIs) and review
- Support ODA monitoring process including GPEDC monitoring survey and other cooperation monitoring surveys
- Provide inputs to ODA partnership dialogues at various level of mechanisms
- Participate and provide inputs to Least Developed Country preparation team
- Act as a supporting staff to TWGs including Public Finance Management (PFM), Public Administration Reform (PAR), Decentralization and Decentralization (DND), Climate Change

#### V. Competencies Required

##### **Skills and Competencies:**

- 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 statics,
- Technical skill related to development cooperation management,
- Strong computer skills; proficiency in using computer applications (e.g. Microsoft Word, Excel, PowerPoint and Internet).
- Inter-personal skill and ability to work as a team work.

**Experience:** Experiences on development assistance management and coordination of development projects/programmes with government and Development Partners with one year experience is encouraged.

**Qualification:** At least a bachelor degree / master degree (encouraged) majoring in Economics, International Relations, Business/Public Administration or related field from a recognized education institution.

**Note:** Qualified women are highly encouraged to apply