



**Royal Government of Cambodia**  
**Council for the Development of Cambodia**  
**Cambodian Rehabilitation and Development Board**

**Terms of Reference**

**I. Position Information**

<b>Job Title:</b>	Aid Coordination Officer In charge of Australia and New Zealand Development Cooperation
<b>Department:</b>	Aid Coordination with Asia, Pacific, and Oceania Countries
<b>Report to:</b>	Director and Deputy Director of Asia Pacific and Oceania Countries Department
<b>Duration of Appointment:</b>	3-Month Probation, with Possible Extension of 1 Year (Annual Renewal)
<b>Duty Station:</b>	CRDB/CDC (Phnom Penh)

**II. About Cambodian Rehabilitation and Development Board (CRDB)**

Cambodian Rehabilitation and Development Board (CRDB), as mandated in Sub-Decree No. 60 ANK BK, dated April 5, 2016 is an operational arm of Council for the Development of Cambodia (CDC) and the Etat-Major of the Royal Government of Cambodia (RGC) that mobilizes, manages, and coordinates the official development assistance (ODA) with the line ministries and agencies, development partners, and non-governmental organizations (NGOs).

To successfully achieve the mandate with which aligns the Rectangular Strategy (RS) and the National Strategic Development Plan (NSDP) i.e., the CRDB/CDC is designated as the RGC's secretariat to lead the formulation and implementation of the Development Cooperation and Partnerships Strategy (DCPS) 2019-2023 with the organizational structure, be led by a director and deputy directors, as follows:

- Administration Department
- Aid Coordination with Asia, Pacific, and Oceania Countries Department
- Bilateral Development Assistance Management with European Countries, European Union (EU), and America Department
- Information Management Department
- International Financial Institutes (IFIs) Department
- Development Assistance Management with United Nations Development Programmes and System Department
- Non-Governmental Organizations (NGOs) Coordination Department
- Policy and Development Assistance Coordination 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 Australia and New Zealand Development Cooperation. The successful candidate will be assigned to work in the Aid Coordination with Asia, Pacific, and Oceania Countries Department to take responsibilities of a wide range of coordination functions with Korea other DP that assign by department.

#### IV. Key Assignments

Under the overall guidance and direct supervision of the 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 Australia Development Cooperation Program, including Aid Investment Plan, Cambodia-Australia Response Plan to COVID-19, and New Zealand-Cambodia Partnership Strategy.
- Understanding the NSDP, CSDG, RS IV, Development Cooperation and Partnership Strategy and Development Cooperation Report
- Prepare minute of the meeting, and report that assign by director and deputy director of the department
- Prepare letter/note to ministries which assign by director/deputy director
- Follow up-on going projects/programs, development cooperation program including mission, training, meeting and documents that sign by DPs under Australia and NZ portfolio
- Participate in the meeting/event that organize by DPs and institutions
- Prepare aid memoir, country report, talking note, that assign by director /deputy director
- Follow up and working closely with Australian Embassy and NZ Focal Point in facilitating with line ministries to organize work or ceremony upon requested.
- Participate in the meeting which organized by ministries/DP assigned by Director/Deputy Director.

#### Role and Responsibility:

##### 1. Bilateral Coordination

- Facilitate letter and prepare letter out upon requested from DFAT
- Work with DFAT focal point to review development cooperation strategy including Aid investment Plan, Cambodia-Australia Response Plan to COVID-19
- Review on work plan and framework of Australia and New Zealand (Australia Investment Plan-AIP).
- Follow up Australia's Regional Project and trend of ODA supporting to regional cooperation
- Working closely with Australia's focal point in collecting information regarding above four main sectors and report them to director/ deputy director
- Read and understanding AIP and give comment in the review AIP strategy.
- Follow up Development Trend of development partners including White Paper, Foreign Aid Policy,
- Prepare draft of minute discussion organized by Australia and New Zealand and submit to director of Asia-Pacific Department.

- Organize bilateral or high-level consultation meeting with Australia which including the preparation of invitation letters to relevant ministries.
- Prepare Press Release Khmer/English for the consultation meeting.
- Prepare minute of meeting/record of discussion and submit to SG for review and sign.
- Prepare speech, and note taking for Excellency Minister Attached to Prime Minister, Deputy Secretary General, and Director of department.
- Prepare letter out response to the letter from DP and MFAIC
- Translate documents related to the cooperation between Australia and Cambodia, and New Zealand with Cambodia.
- Follow up with DFAT, and NZ focal point in updating and validating data
- Prepare NZ's project summary and follow up the progress of each project
- Prepare and update bi annual aid memoir NZ and Australia

## 2. Additional Tasks

- Participate with Technical Working Groups to ensure aid effectiveness in Agriculture and Water Working Groups.
- Do translation of CDC documents, CDC's policy paper, development trend, SDGs, and Development Cooperation and Partnerships Report (DCPR) and DCPS.
- Follow up progress of Joint Monitoring Indicator (2014-2018) and provide input to review new Joint Monitoring Indicator (2019-2023).
- Provide report to Council of Minister.
- Update bi-annually aid memoir of each portfolio and report to deputy director and director of Asia-Pacific Department.
- Prepare individual progress report bi-annually.
- Participate in national event or national ceremony.

## V. Competencies Required

### **Skills and Competencies:**

- English Proficiency
- 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 /master degree majoring in Economics, International Relations, Business/Public Administration or related field from a recognized education institution.

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