Royal Government of Cambodia

Council for the Development of Cambodia

Cambodian Rehabilitation and Development Board

Terms of Reference

I. Position Information

Job Title:	Aid Coordination Officer In charge South-South Cooperation and Regional 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:	3-Month Probation, with Possible Extension of 1 Year (Annual Renewal)
Duty Station:	CRDB/CDC (Phnom Penh)

II. About Cambodian Rehabilitation and Development Board (CRDB)

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 the 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
- International Financial Institutes Department,
- 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
- 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 Regional Cooperation Program including Third Country Training Programme, 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 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**
- **Understand project/program under regional cooperation such as Mekong Partnership Cooperation, AIMEC, and other regional cooperation program**
- **Work closely with Ministry Foreign Affair and International Cooperation and Development Partner in facilitation projects/programs**
- **Prepare and update Aide Memoirs on South-South and Regional Cooperation as requested by management;**
- **Research and able to prepare Project Concept Note of conducting South-South Cooperation Training**
- **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, Business/Public Policy or related field from a recognized education institution.

Note: Qualified women are highly encouraged to apply