

# Terms of Reference

## I. Position Information

<b>Job Title:</b>	Aid Coordination Officer with the United States of America
<b>Department:</b>	Department of Bilateral Development Assistance Management with European Countries, European Union, and America (EU Dept.)
<b>Report to:</b>	Deputy Director of the EU Dept.
<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
- Aid Coordination with International Financial Institutions,
- 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,
- Participation in and Provision of technical supports to Technical Working Groups (TWGs) , and
- Work closely with line ministries/agencies, coordinate and provide technical supports on the implementation of the Industrial Development Policy (IDP).

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 with the United States of America. The successful candidate will be assigned to work in the Europe, European Union and America Department to take responsibilities of a wide range of coordination functions with the United States of

America.

#### IV. Key Assignments

Under the overall guidance and direct supervision of the deputy director of the Europe, European Union and America Department, the incumbent will serve as the focal point to take responsibilities for a broad range of technical functions within the scope of United States of America. The specific duties of the position will include:

- Follow up the Royal Government of Cambodia's policies that have Implications for the development cooperation management including the Rectangular Strategy Phase IV (RS4), National Strategic Development Plan (NSDP), Development Cooperation and Partnership Strategy (DCPS 2019-2023), Industrial Development Policy (IDP 2015-2025), as well as relevant policies and sector strategies;
- Review the concerned DP proposed country strategies to ensure that they are within the agreed priority areas and aligned with RGC's development priorities;
- Prepare aid memoire and analytical reports regarding the concerned Development Partner proposed strategies and policies,
- Prepare communication letters in Khmer and/or English to concerned development partner and Government ministries/agencies;
- Coordinate and facilitate the progress review of Development Objective Grant Agreements (DOAGs), development cooperation agreement between Cambodia and the US and its amendment process between line ministries and USAID, development agency of the US;
- Work with USAID focal points, line ministries, and sub-national administration to manage the DOAGs implementation at project level;
- Participate in project field visits to monitor and evaluate the DOAGs implementation;
- Provide key documents, press releases, remarks and any relevant document of department and concerned DPs to the Information Management Department for publishing in CRDB's website;
- Assist the Aid Coordination Policy Department in the preparation of the Development Cooperation and Partnership Report annually by validating and cleaning data provided by the concerned development partner, to ensure the accuracy of data; and
- Assist necessarily tasks as required by Deputy Secretary General and Deputy Director.

#### 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;
- Ability to conceptualize political and development assistance trend;
- Knowledge of Information management, data gathering and statics;
- Knowledge of Cambodian government's development policies and strategies as well as concerned DP's relevant foreign aid policies/strategies;
- Technical skill related to development cooperation management; and
- 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 International Relation, Business/Public Administration, Economics or related field from a recognized education institution.

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