



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 with Cambodian NGOs
Department:	Non-Governmental Organizations (NGOs) Coordination Department
Report to:	Director and Deputy Director of NGO Aid Coordination
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)

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),

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 Liaison with Cambodian NGOs**. The successful candidate will be assigned to work in the Non-Governmental Organizations (NGOs) Coordination Department to take responsibilities of a wide range of coordination functions with Cambodian NGOs.

IV. Key Assignments

Under the overall guidance and direct supervision of the director and deputy director of the Non-Governmental Organizations (NGOs) Coordination Department, the incumbent will serve as the focal point to take responsibilities for a broad range of technical functions within the scope of coordination with Cambodian NGOs.

The specific duties of the position will include:

- Work closely with the Government ministries and NGOs to obtain the NGO's projects/programs,
- Follow up and coordinate with NGO focal points to ensure that the status of their project agreements with the line ministries are regularly provided to department,
- Coordinate and follow up with NGO focal points to ensure that NGO annual budget plan and disbursement report are provided to the department,
- Perform as a supporting staff to CRDB focal point for the Health Technical Working Group,
- Prepare and update aide memoir on major NGOs that contribute to country development,
- Assist the Aid Coordination Policy Department in the preparation of the Development Cooperation and Partnership Report,
- Update or distribute government procedures and government regulations to NGOs,
- Prepare communication letters in Khmer or English to concern government ministries or NGOs,
- Translate incoming and outgoing correspondence and reports from English to Khmer and vice versa,
- Perform other duties as required by department director or CRDB Management.

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