Royal Government of Cambodia

Council for the Development of Cambodia

Cambodian Rehabilitation and Development Board

Terms of Reference

I. Position Information	
Job Title:	Website Management Officer
Department:	Information Management
Report to:	Director of Information Management 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)

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),
- Able to present the Cambodia ODA Database to multi-nationality audiences

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 Web database Officer. The successful candidate will be assigned to work in the Information Management Department to take responsibilities of a wide range of coordination functions with the participate and contribute technical inputs in the process of on-going maintaining and improving the ODA database system and CRDB website, to manage and customize to fit with the development status of the aid coordination mechanism.

IV. Key Assignments

Under the overall guidance and direct supervision of the director of the Information Management Department the incumbent will serve as the focal point to take responsibilities for a broad range of technical functions within the scope of redesign CRDB webpages and ODA database system customization. The specific duties of the position will include:

- Add or remove fields of website when some new features emerge and add or change,
- Design and customize database for website or other systems for departments to use and the relevant staff of CRDB/CDC to use,
- Maintain DBMS to ensure it is working properly and is able to connect from Website and other systems,
- System Development
- Collect documents from meeting for posting
- Photo shooting
- Backend customization when needed,
- Test and fix both run-time and logical errors when it occurred to the Database or Website,
- Backup database regularly to prevent damages or lose of data;
- Update or add webpages to the website using ASP/PHP or other relevant language/framework code to provide sufficient options for Web-based user,
- Provide data input and technical supports for data validation to CRDB's focal points as well as those of Development Partners to ensure that the data entered are accurate,
- Produce sector-based data for sharing with relevant line ministries,
- Provide technical support to relevant TWGs focal point in retrieving data from ODA database and align them with their databases,
- Act as system administrator for tax exemption database and provide support to relevant focal point to ensure that the data entered are correct;
- Participate in meetings, workshops and other events as assigned and prepare reports of the events for submission to the director
- Provide IT support for the conduct of the meetings be organized by CRDB
- Prepare and submit individual annual work plan and quarterly performance progress report to the department director on timely basis, and
- Perform other duties as required by the department's 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, and

- Ability to conceptualize political and development assistance trend

- Technical skill related to development cooperation management,

- Knowledge of Information management, web database customization. The incumbent have to
    - Skills in Server Administration such as Mail server, DNS, FTP, DHCP, Web server,
    - Good knowledge of Network security, Internet/ Backup/Restore,
    - Practical experience of Server management to manage user accounts,
    - Knowledge of Server trouble shooting is an manage advantage,
    - Good interpersonal and management skills and ability to establish and maintain effective working relations,

Experience: Experiences on services for similar assignment. A summary record of satisfactory

performance evaluation for the past period from the previous workplace.

Qualification: At least a bachelor degree majoring in ICT or related field from a recognized education institution.

Note: Qualified women are highly encouraged to apply