



**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>	ICT Network Infrastructure Officer
<b>Department:</b>	Information Management
<b>Report to:</b>	Director of Information Management 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 consistency 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,
- Delivery of the Program-Based Approaches (PBAs) to a number of line agencies as highlighted in the CRDB/CDC annual work plan, 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 ICT Infrastructure Officer. The successful candidate will be assigned to work in the Information Management Department to take responsibilities of doing wide range technical supports to make well function of LAN, WAN and Server of CRDB/CDC.

#### IV. Key Assignments

Under the overall guidance and direct supervision of the director and deputy 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 LAN, WAN and Server. The specific duties of the position will include:

- Administer mailing system, security and backup to prevent e-mail system from virus, and hacker, etc.
- Manage user accounts using organizational chart of department,
- Configure server services such as IP, DNS, FTP, DHCP, ...
- Backup, restore and disaster recovery;
- Administer the storage devices (server hard disk and backup strategy)
- Setup and Administer Internet Connection and Intranet: Connect to ISP and share Internet connection and configure web server, mail server, DNS,...
- Find the best mechanism for Network security: install Firewall software and hardware, Install professional Anti Virus and update its definition;
- Monitor LAN WAN Connection, detect and make sure all workstations are smoothly connected with internet
- Provide support on LAN WAN Server Router and Switcher location installation
- Participate in meetings, workshops and other events as assigned and prepare reports of the events for submission to the director,
- Email Configuration and troubleshooting
- Update Network infrastructure Mapping
- Network troubleshooting and Maintenance
- Server management such as Group policy,AD, IP phone.....etc
- Provide IT support for the conduct of the meetings 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 technical tasks as required.

#### V. Competencies Required

##### Skills and Competencies:

- 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
- Technical skill related to development cooperation management,
- Knowledge of LAN WAN Server configuration, installation.
- Skills in Server Administration such as Mail server, DNS, FTP, DHCP, Web server,
- Good knowledge of Network security, Internet/Intranet, Backup/Restore
- Practical experience of Server management to manage user accounts,
- Knowledge of Server trouble shooting is an 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 ICT related field from a recognized education institution.

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