Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Senior Project Officer (EU Grant)</th>
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<tbody>
<tr>
<td></td>
<td>(Lump sum monthly service fee range from $830.00 to $1,000.00 including 15% withholding tax, plus Personal Accident and Hospital and Surgical Insurance and Monthly Phone Card Allowance)</td>
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<tr>
<th>Programme/Unit</th>
<th>School of Governance (SoG) Project</th>
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<th>Reporting to</th>
<th>Project Manager</th>
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<tr>
<th>Type of Contract</th>
<th>Full-time employment under one year service contract (renewable)</th>
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<th>Duty Station</th>
<th>Phnom Penh Office with occasional travels to the provinces</th>
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<th>Starting Date</th>
<th>As soon as possible</th>
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1. Background:

Transparency International Cambodia is a fully-accredited National Chapter of Transparency International Secretariat based in Berlin, Germany. With more than 120 Chapters worldwide, we work with all relevant stakeholders including the government, civil society organisations (CSOs), development partners (DPs), private sector, media and individuals to promote integrity and reduce corruption.

Transparency International Cambodia signed a Memorandum of Understanding (MoU) with Ministry of Interior on 15 January 2016 in an aim of supporting reform agenda of Government, particularly in building institutional capacity of the national and sub-national administrations on good governance, accountability, anti-corruption and integrity through an initial period of 2016-2019. The project phase I, named School of Governance project, ends by 2019, and Project phase II, under EU Funding, begins from January 2020 to December 2022, with a main objective to create an enabling environment and empower youth, particularly young women, in Cambodia to effectively participate in decision-making processes to improve public service delivery, particularly gender responsiveness, through innovative technology platforms and to engage in policy dialogue with key decision-makers and service delivery entities at local and national levels. The programme consists of 3 delivered outputs as follow:

Output 1: To increase participation of youth, particularly young women, in related policy dialogue, decision-making and policy implementation at national and local levels.

Output 2: Increased participation of youth from target communities, particularly young women, in influencing Gender-Responsive Public Service (GRPS) delivery contributing to improved understanding of GRPS implementation by decision-makers and civil servants.

Output 3: Increased access to the complaint handling mechanisms of local authorities on public service delivery, particularly gender responsiveness, at local levels and newly created
spaces for communicating feedback and dialogues on improving public service implementation.

2. Overall Goal of the Position:
Provide supports to the programme/project’s team to plan, implement and deliver all expected results/impacts, outcomes and outputs of the programme as stipulated in the Result Framework and Work Plan agreed by the donors.

3. Objectives:
- Work with the project team to plan and execute the project to ensure the delivery of expected outcomes, outputs, and results/impacts as indicated in the Project Proposal and Results Framework agreed upon by the donors;
- Work with key stakeholders and public officials of Ministry of Interior (MoI) to enhance capacity of public officials and service providers of One-Window Service Offices/Units and commune offices on responsive public service delivery and complaint handling;
- Support the Project Manager in coordinating with the Ministry of Interior in developing and implementing innovative technological platform for collecting citizen feedbacks and facilitating responses by public service providers, especially One-Window Service Offices/Units and commune offices;
- Under the guidance of the Project Manager, contribute to the smooth day-to-day operation and implementation of the programme;
- Ensure effective monitoring and evaluation of the programme and management of data of the programme by working closely with project staff.

4. Overall Responsibilities:
4.1 Programme Implementation Responsibilities
- Provide supports to the project team in planning and delivering the expected outcomes, outputs and results/impacts of the project;
- Provide supports in all aspects to the project team to ensure smooth and effective day-to-day operation and implementation of the Project and ensure effective and transparent management of project finance;
- Play a key role in coordinating the complaint handling mechanisms on public service delivery and newly created spaces for communicating feedbacks and dialogues between citizens and public service providers to improve public service implementation;
- Work closely with the project team and M&E team to track and monitor progresses and document project impacts and lesson learned;
- Ensure effective documentation and management of relevant project documents, files and records;
- Provide technical support and contribute to producing result-oriented quarterly, semi-annual and annual reports of the Project to TI Cambodia’s management team;
- Under the direct supervision of Project Manager, ensure strict compliances with TI Cambodia’s and donor’s rules, policies, and guidelines.
- Perform other tasks, which are required by the Project Manager and Programme Manager.

4.2 Networking and Communications Responsibilities
- Maintain communications with the team and other staff and share all updates and important organisational information related to the project;
- Ensure smooth communication and fruitful partnership with national counterparts and implementing partners at sub-national level;
• Follow and keep up with current policy development and changes, publications and important external communications, including web content, brochures and quarterly updates especially related to project, and press statements;
• Maintain a good network with NGOs, youth organisations and relevant stakeholders and beneficiaries to enlist their cooperation in the furtherance of mutual goals.

4.3 Other Duties

• Performing any other task as assigned or requested by supervisor.

5. Required Knowledge, Experience and Skills:

• A higher education degree in relevant fields;
• At least 3 years of working experience in project management. Prior experience of working with EU funded project or with project dedicating to improving public services is desirable;
• Have good understanding of mechanisms to improve public service delivery is desirable;
• Have good knowledge and understanding of good governance and democratic development and ability to work well with relevant stakeholders including the government, CSOs, DPs and donors;
• Experience of working with government officials at national and sub-national levels is bonus;
• Good communications and interpersonal skills, including the ability to build and maintain relationships with people from diverse backgrounds;
• Sound knowledge of and commitment to the promotion of integrity, good governance and anti-corruption;
• Being passionate and committed to achieving TI Cambodia's mission and goals and a commitment to TI Cambodia's core values;
• Ability to work independently, under pressure and with high level of commitment to ensure all outputs is achieved on time and to a high standard;
• Fluency in Khmer and good knowledge in English with a proven ability to communicate both verbally and in writing.