

JOB DESCRIPTION

Position Title	Programme Officer
Programme Unit	Public Sector Reform Programme and Coalition and Partnership Building Programme
Reporting to	Programme Manager
Type of Contract	Full-time employment under one year fixed term contract (renewable)
Duty Station	Phnom Penh Office with frequent travels to provinces
Starting Date	September 2016

Background

Transparency International Cambodia is the 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 organisation (CSOs), development partners (DPs), private sector, media and individuals to promote integrity and reduce corruption.

In line with the Royal Government of Cambodia's Rectangular Strategy phase III which stipulates governance and anti-corruption as its core reform agenda, in the past three years TI Cambodia has worked very constructively with key government's institutions to enhance public sector capacity, develop key legal and regulatory framework and promote transparency and accountability at the national and sub-national levels. In the next 3 years, TI Cambodia will step up its efforts to work very closely with the Government on capacity development and improve public service delivery more effectively for the population.

1. Overall Goal:

To support the programme's team to plan, implement and deliver all expected results/impacts, outcomes and outputs of the programme as stipulated in the Result Framework.

2. Objectives:

1. Provide technical input and support to programme planning, implementation and monitoring which contribute to the achievement of the attained outcomes and outputs of the programme set in work-plan and schedule approved by the management team and agreed upon by the donors.
2. Support Programme Manager and team to ensure the successful delivery of the expected outputs, deliverables and results/impacts as indicated in the Programme Proposal and log-frame.
3. Under the direction of the Programme Manager, ensure effective day-to-day operation of the programme and monitor progresses of the programme.
4. Commit to building capacity and skill to be able to cope with the increased demand for anti-corruption matters.

3. Overall Responsibilities:

Under the direct supervision of Programme Manager, Programme Officer will be responsible as follows:

❖ *Programme Implementation and management*

1. Administration support

- Ensure the effective filing system both offline and online by regularly updating (preferably on a daily basis) all programme documents and other references.
- Provide effective support to programme event arrangement such as meetings, conferences, workshop etc. and prepare budget plan of the event and other logistics arrangement include good check-list.
- Support to programme travel arrangement and clearance.
- Support to take note or minute of meetings or any other events.
- Prepare office supplies when necessary
- Provide support for new staff orientation
- Work with operation unit to develop procurement plan and follow-up
- Support preparing correspondence letter and other documents
- Assist provide capacity development – plan and skill to inter or subordinator

2. Financial support

- Ensure the effective management of programme budget by working closely with TI financial team and partners to update and produce up-to-date and reliable financial report – expenditures (monthly, quarterly and annually).
- Monitor programme budget regularly and report the possible discrepancy to line Manager and work with finance team for reconciliation.
- Keep up-to-date record of programme disbursement by using programme's offline record and follow-up and verify with financial report produced by financial unit.
- Prepare programme budget plan (monthly, quarterly, annually) and budget plan/estimation of other ad-hoc activities.
- Provide timely disbursement and clearance of the budget

3. Programme Management support

- Support prepare Work Plan (monthly, quarterly, annually) & budget which includes indicators, risks and issues.
- Assist prepare programme report (quarterly, semi-annually and annually) by the required timeline
- Follow-up with partner for the progress report and other data for programme report's inputs.
- Notify to Programme Manager of issues regarding the implementation in timely manner
- Seek advice or support from line Manager or team to assure the work/assignments done within the deadline and assure required quality
- Discuss with line manager and team to identify Risks and Issues and update regularly (preferably quarterly basis)
- Support and provide strategic inputs to TI programme or programme strategy and approaches
- Arrange meeting with partner on the project implementation update (quarterly).

4. M & E Management

- Work with M&E Coordinator to review and update M&E database (preferably weekly basis)
- Work with partners to have them updated on TI's Database as timeframe or collect data from partners for updating Database.

❖ *Support to Partners & Working Group*

1. *TI Funded partner:*

- Follow-up closely with partners on the project implementation status.
- Work with partners to identify their need and support
- Ensure partners submit report on time
- Inform or provide orientation to partners of TI's operation policy
- Raise concern/issue of partners to line Manager if available
- Support and coordinate partner's audit and orientation
- Ensure partners complied with TI's policy and procedures.

2. *Working Group*

- Participate and provide inputs to Working Group
- Update/report to line Manager/team or TI manage while attended
- Share information or update of TI with WG member both during the meeting or online platform
- Follow-up with WG-led organization of WG WP and report

❖ *Networking and Communications Responsibilities*

- Maintain effective communications with the management team and other staff and share all updates and important organizational information related to the programme within the authorized level/aspect.
- Work closely with Communication team to support programme activities and produce necessary document
- Communicate with management team and TI staff with the assigned role and during the absence of Programme Manager
- Ensure smooth communication and fruitful partnership with national counterparts and implementing partners.
- On behalf of the Programme Manager, act as a focal point to liaise with national partners and implementing partners on issues related to the programme and TI Cambodia's goal.
- Maintain a good network with NGOs, youth organizations and relevant stakeholders and beneficiaries to enlist their cooperation in the furtherance of mutual goals.

❖ *Commit to capacity building and expertise*

1. *Capacity Building Plan*

- Work with Supervisor to identify needed skill and knowledge which respond to the need of programme and develop a learning plan

2. *Plan execution*

- Discuss and report to supervisor the progress or achievement of the plan (monthly)
- Self-evaluate and assess the improvement and discuss with supervisor.

4. Expected results and impacts of the programme:

- Improved coordination and cooperation among anti-corruption stakeholders in making waves to respond to corruption related issues and creating a strong demand for social integrity.

- Increased knowledge, expertise and experience about anti-corruption tools which resulted in more active and increased participation of the civil society organizations in fighting corruption.
- Increased cross-sector networking opportunities and engagements among anti-corruption stakeholders which resulted in increased confidence and momentum in fighting corruption from across sectors.
- Increased awareness about anti-corruption matters as well as participating on-going anti-corruption activities by different organizations.
- Increased capacity and knowledge of partners regarding anti-corruption aspect so that they are able to participate in fighting corruption more effectively.

5. Qualifications and Experience

- Cambodian national.
- At least 3 years of experience in programme/project management.
- Bachelor degree in relevant discipline
- Good communications and interpersonal skills, including the ability to build and maintain relationships and work with people from diverse backgrounds.
- Sound knowledge of and commitment to the promotion of integrity, good governance and anti-corruption.
- Be passionate and committed to achieve 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 achieved on time with a high standard.
- Good English and Khmer with a proven ability to communicate both verbally and in writing.

Annual Expectations

The Programme Officer is expected to perform and achieve the following annual expectations.

Performance Expectations
1. Manage and set-up an effective filing system both offline and online
2. Provide technical input to develop a programme's log-frame, quarterly, semi-annual and annual work-plans & budget, and monitoring mechanism to track progress.
3. Play an active, leading role in implementing the work-plan and work closely with the Programme Manager to ensure that programme's goal and objectives are fully achieved.
4. Provide technical and administrative supports to the implementation of the programme and work to a full capacity and potential to ensure the satisfied achievements of all expected outcomes, outputs, results/impacts of the programme specified in the annual work-plan and programme's proposal.
5. Identify problems and risks of the programme and work closely with the Programme Manager to ensure that they are well mitigated, managed and solved
6. Understand TI policy, financial rules and procurement and ensure that financial expenditures of the programme are adhered to financial rules and regulation of TI Cambodia and donors
7. Provide guidance and supports to team and subordinator to perform their tasks
8. Contribute to high quality production of programme reports within the timeline
9. Provide support to ensure an up-to-date and reliable online and offline M&E Database
10. Ensure smoothness and consistency of partnership with national counterparts and implementing partners to achieve the goal and objectives of the programme.
11. Work with the Programme Manager to contribute to the strategic direction of TI Cambodia through recommendations and lessons learnt from the implementation of the programme
12. Ensure the capacity and skills are improved and are able to contribute and respond to the need of programme and TI Cambodia.