



JOB DESCRIPTION

Position Title	Project Assistant (Basic monthly salary ranges from USD 300 to USD 400)
Type of Contract	Service Contract, full-time assignment (one year with renewable)
Starting Date	As soon as possible
Reporting to	Project Manager
Duty Station	Ministry of Interior, Cambodia
Name of Programme/Project	School of Governance Project

1. Background of the Project

Transparency International Cambodia, a leading civil organization in promoting transparency, accountability, integrity and anti-corruption in Cambodia, signed a Memorandum of Understanding (MoU) with Ministry of Interior (MoI) 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 2016-2020.

The objectives of the project is to set up a School of Governance (SoG) which is considered a contribution to supporting capacity building of public officials and human resources in Cambodia for both short-term and long-term goals. The immediate goal of the project are to i) build foundation of SOG and capacity of MoI's trainers on related subjects such as good governance, transparency, accountability and integrity as well as necessary tools/application, and ii) provide trainings to public service providers in order for them be able to respond to the needs of the public, especially effective service delivery.

The main objectives of SoG establishment are:

1. Establish School of Governance through reliable, responsive and qualified training services and professional academic programme in the field of good governance, integrity.
2. Conduct Training of Trainers (ToT) and Administrative Management Courses for the purposes of administering and managing both the National Institute for Sub-National Administration and Management and the Regional School of Local Administration at the provincial level
3. Drawing from the capacity needs assessment, design and develop programme which respond to the need of increasing public service delivery effectiveness.

To support implementation of the project, it's required that a full-time project assistant is needed in order to support the project team in project implementation.

2. Overall Responsibilities

The Project Assistant (PA) will work under the direct supervision of the Project Manager. A key role of PA is to carry out a supportive position in providing administrative and technical support from planning, procurement, and monitoring and evaluation of the School of Governance project. He/she will also assist PM to ensure that the SoG has sufficient documents to assess the training need for certain capacity building program, assess the result of training program, and measure outcome and impact of capacity development program both national and sub-national levels.

3. Specific Responsibilities

❖ *Project Management and Coordination*

- Assists the Project Manager in development of project work plan and periodic reports;
- Assists the Project Manager and relevant project staffs to prepare and submit project monthly report, quarterly, semi-annual and annual narrative reports in a timely manners;
- Assists the Project Manager and relevant project staffs to keep and maintain an effective and efficient documentation and filing system;
- Provides administrative and finance support to the project team;
- Assists the team in designing and conducting research or survey;
- Performs other duties as required by the Project Manager and associate TI Cambodia and Mol team.

❖ *M&E and Database Management*

- Assists the Project Manager in tracking project data (training results, outputs, outcomes, efficiency and impact);
- Assists the Project Manager to develop M&E work plan and follow up its implementation;
- Maintains training program database and data entry all training activities;
- Assists the Project Manager in preparing necessary documents to conduct regular meetings of Monitoring and Evaluation;
- Assists the Project Manager in developing the questionnaires of focus group discussion, semi-structured interview, survey...etc.

❖ *Procurement Management*

- Arranges meetings of procurement committee for on quotations/proposal evaluation;
- Works in close collaboration/ support from the procurement committee members to seek for quotations/proposals;
- Produces the meeting minutes and submits to procurement committee chairperson;
- Issues a purchase order (PO)/contract (apply for the amount from USD 500). One copy of PO/contract shall be given to suppliers/vendors. Another copy is retained for the project;
- Notifies the unsuccessful suppliers/service providers/contractors;
- Works in close collaboration with the procurement committee members to inspect the goods received and to monitor services or work offered;
- Works in close collaboration with the procurement committee members to send out invitations to Bid through relevant media.

4. Qualification and Experiences:

- Bachelor or equivalent degree in Law, Political Science, Public Administration, Social Science, Population and Development Studies, Good governance, and social accountability, and Degree or certificate in Leadership, Project Management is an advantage
- Must have a minimum of 2-3 years of project management, monitoring and evaluation for learning experience and substantial experience in other related areas including training program management, leadership
- Proven experience in strong coordination skills, knowledgeable on good governance, social accountability, and development both at national and sub-national level
- Must have highly developed computer skills in (Microsoft Office) word processing, desktop publishing, and spreadsheets
- Must be well-organized, self-motivated, and able to prioritize and carry out advanced management responsibilities with minimal supervision or guidance
- Must be responsible, proactive, and able to take initiative and follow strict time schedules while maintaining high quality work output
- Experience on organize training event/program as well as M&E
- Experience and knowledge in working with the government agencies at all levels, development partners, private sector and civil society
- Experience in providing assistance and support procurement works
- Excellent 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
- Fluent in English and Khmer with a proven ability to communicate both verbally and in writing
- Be able to work under pressure of line management levels