



## I. Position Information

Job Title:	Climate Change Technical Officer
Reports to:	Team Leader in charge of R-1 Policy/Mainstreaming, with matrix supervision from the International Technical Specialist
Contract Type:	Contract staff
Duration of Assignment:	One year with possibility of extension

## II. Organizational Context

The Cambodia Climate Change Alliance (CCCA) is a multi-donor initiative funded by EU, Sida, and UNDP with a comprehensive and innovative approach to address climate change in Cambodia. The Overall Objective is to strengthen national systems and capacities to support the coordination and implementation of Cambodia's climate change response, contributing to a *greener, low carbon, climate-resilient, equitable, sustainable and knowledge-based society*. The Specific Objective will be to contribute to the implementation of the Cambodia Climate Change Strategic Plan.

The CCCA programme focuses on three main drivers of change:

- i. Strengthening the governance of climate change
- ii. Harnessing public and private, domestic and external resources in support of the CCCSP vision
- iii. Developing human and technological capital for the climate change response

The organizational structure of the CCCA is based on strong Government ownership and alignment with the existing Government institutional arrangements. The Department of Climate Change (DCC), General Secretariat of the National Council for Sustainable Development (GSSD)/Ministry of Environment (MoE) is the Implementing Partner (IP).

The proposed position provides services in support of all three results of the CCCA programme, with a particular focus on result 1.

## III. Functions / Key Results Expected

The Climate Change Technical Officer (TO) works closely with other teams within CCCA to strengthen national capacities within the Climate Change Department and in other concerned ministries and agencies to perform the following key functions:

1. Monitoring and Evaluation (M&E)
2. Technical and policy support to ministries and agencies involved in climate change response
3. Support to the results-based management of the CCCA programme.

### 1. Monitoring and Evaluation (M&E)

- Support the review of outputs produced by CCCA grantees, to ensure adequate quality

- Support the Climate Change Department, GSSD/NCSD, and the NCSD Technical Working Group on Climate Change to effectively and timely fulfill monitoring and reporting requirements, including CCCSP and CCAPs implementation and SDGs.

## **2. Technical and policy support to ministries and agencies involved in climate change response**

- Support climate change mainstreaming at national and sub-national levels, through provision of technical support on institutional/management arrangements, mainstreaming of climate change in policies, plans, budgets and procedures, assessment of capacity needs and management of the related partnerships with concerned Government and non-Government institutions;
- Contribute to the design and delivery of trainings, learning/knowledge sharing events, and other capacity development interventions on climate change response;
- Together with Government counterparts, act as focal point for any climate change-related queries from ministries, agencies, private sector, academia and non-Government partners;
- Provide technical and policy support the Climate Change Department, GSSD/NCSD, and the NCSD Technical Working Group on Climate Change.

## **3. Support to the results based management of the CCCA programme**

- Draft annual and quarterly work plans for Results 1 (and for other results if required by the project manager);
- Support the timely delivery of agreed outputs by keeping track of implementation progress and working with other team members and management to address any delays or challenges;
- Draft quarterly and annual reports for Result 1, with inputs from concerned colleagues, and provide support to the overall project reporting if required by management;
- Provide support to coordinate the organization of major project events, as required by management.

## **IV. Requirements**

### **Education:**

- Masters degree in climate change, environment, development studies or a related field;

### **Experience:**

- At least 3 years of relevant experience in climate change and environmental issues, including M&E issues;
- At least 3 years of project management experience (or support to project management functions) in a development context;
- Experience managing or implementing capacity development programmes for Government officials.
- Experience with participatory and gender-sensitive approaches to development project design, monitoring and implementation is an advantage.

### **Competencies**

- Good communication (verbal and written), interpersonal and reporting skills;
- Strong client orientation;

- Well-versed in results-based management;
- Demonstrated planning and organizational skills;
- Ability to lead, manage and coordinate the work of a group of people;
- Ability to organize and implement training and transfer of knowledge;
- Excellent skills in the usage of computers and office software packages, including Microsoft Office applications;
- Willingness to travel to the field when required

**Language:**

- Excellent command of Khmer and English (both spoken and written)