

**GREEN CLIMATE FUND READINESS PROJECT - CAMBODIA
JOB DESCRIPTION**

I. Position Information

Job Title:	Technical Adviser (local)
Reports to:	Director/Project Manager, Department of Climate Change
Contract Type:	Contract staff
Classified Level:	L-9
Duration:	One year with possibility of extension

II. Organizational Context

The Green Climate Fund (GCF) is a new global fund created to support the efforts of developing countries to respond to the challenge of climate change. GCF helps developing countries limit or reduce their greenhouse gas (GHG) emissions and adapt to climate change. The Royal Government of Cambodia has successfully accessed GCF Readiness support directly to develop the procedures and human capacities required to adequately manage the partnership with the GCF, and coordinate inputs from various stakeholders. The National Council for Sustainable Development (NCSD) is supporting the National Designated Authority for the GCF in Cambodia, in charge of coordinating and approving the GCF portfolio in-country.

The Department of Climate Change (DCC) within the General Secretariat of NCSD (GSSD) is coordinating the implementation of the proposed activities under the readiness project, which will help the Government to manage these demands in a way that is consistent with national strategies and plans (CCCSP, NSDP), and at the same time meets the requirements of the initial investment framework of the GCF.

The project is organized around two outcomes, focused respectively on i) strengthening of the NDA (in line with NDA functions required by GCF) and ii) development of an engagement framework and country programme with GCF.

GSSD is recruiting a Technical Adviser to provide overall management and technical support services to the project, under the supervision of the designated project manager in DCC.

III. Functions / Key Results Expected

Summary of Key Functions:

The staff member will play a key role in supporting the Project Manager in the following functions:

1. Provide technical support to the Project Manager for effective result-based management of the project in compliance with NCSD's operations manual;
2. Provide capacity development services to concerned counterparts, in cooperation with project consultants;
3. Provide technical support for the monitoring and evaluation of the project to ensure effectiveness and efficiency in the delivery of project activities and objectives.

- **Provide technical support to the Project Manager for the effective result-based**

management of the project in compliance with NCS D’s operations manual:

- Support project management in the formulation of project activities, quarterly and annual project work plans, and in ensuring the delivery of outputs against these activities;
 - Review relevant documents and research reports prepared by consultants and submit recommendations to the project manager for follow up actions;
 - Prepare and submit to the project manager draft annual and quarterly reports as required, in a timely manner;
 - Facilitate communication and cooperation between the project’s management and technical staff and consultants in planning, monitoring and implementation processes;
 - Draft terms of references for project consultancy positions and contractual agreements for individuals or firms, in consultation with the project manager;
 - In cooperation with the administrative and finance assistant, support in the preparation of materials for project audits and draft management responses to the audit comments;
 - In cooperation with concerned consultants, develop concept notes and coordinate the organization of required events and meetings, as well as reporting on these events;
- **Provide capacity development services to concerned counterparts, in cooperation with project consultants;**
- Ensure the coherence and continuity of the project’s capacity development activities, through management of consultancy missions and provision of the required capacity development support to Government counterparts in-between missions;
 - Support training of Government staff and other concerned stakeholders on procedures for the management of the GCF portfolio in Cambodia;
 - Together with concerned consultants, act as a facilitator for consultations and with project stakeholders on the proposed procedures and pipeline for GCF financing in Cambodia.
- **Provide advisory support the monitoring and evaluation of the project to ensure effectiveness and efficiency in the delivery of project activities and objectives:**
- Conduct monitoring of project activities and targets against project baseline indicators;
 - Support the project manager in the periodic review of project targets, outputs and provide corrective recommendations where required.

VI. Recruitment Qualifications

Education:	A Master Degree in development, environment, climate change or other field relevant to the TORs
Experience:	<ul style="list-style-type: none"> • At least 5 years of relevant experience in Cambodia in providing management advisory services and capacity development services, preferably for the Government sector; • Hands-on experience in the management of development programmes or projects; • Ability to develop constructive working relationship with clients and team members, and to understand the contexts and motivations of a range of stakeholders; • Knowledge of climate finance and/or Green Climate Fund would

	<p>be an asset;</p> <ul style="list-style-type: none">• Strong training skills;• Excellent communication and documentation skills and ability to work with multi-disciplinary teams;• Working experience with government, NGO and/or donor agencies in Cambodia in relation to climate change or environment would be an asset;• Experience in the usage of computers and office software packages for data analysis and technical reports;
Language Requirements:	Fluency in spoken and written Khmer and English.