



**INTEGRATED NATURAL RESOURCE MANAGEMENT (INRM)
IN THE PRODUCTIVE, NATURAL AND FORESTED LANDSCAPE OF NORTHERN
REGION OF CAMBODIA**

JOB DESCRIPTION

I. Position Information

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| Job Title: | Grant Management Officer |
| Reports to: | Project Director/Project Coordinator |
| Contract Type: | Contract Staff |
| Duty Station: | Phnom Penh |
| Classified Level : | L-7 |
| Contract Duration: | One year with renewable possibility |

II. Background

The INRM project objective is to promote integrated landscape management for the conservation and sustainable use of biodiversity, natural resources and ecosystem services in the northern part of Cambodia. The intent is to generate multiple landscape benefits including effective conservation of globally threatened species and high conservation forests, improve management of natural resources and ensure the maintenance of ecosystem services. It is aimed specifically at improving the management of protected areas and ensuring their financial sustainability, enhancing the productivity of production and agricultural lands and improving local livelihoods. Increasing demand for forest, agricultural and wildlife products, crop land and agriculture monocultures, and infrastructure and transportation development has accelerated in recent years thereby, rapidly changing the landscape with consequential threats to biodiversity and ecosystem services. The project is thus aimed at addressing these multiple threats by harmonizing socio-economic development, sustainable management of land, forests, natural resources and biodiversity conservation through an integrated management approach, with water as a catalyst, in Northern Landscapes of Cambodia. To achieve these, actions will be taken to – strengthen policies and institutional capacity at the national and sub-national levels to ensure the integration of biodiversity and ecosystem services in sector and sub-national socio-economic development planning.

This will be achieved through three inter-related components that are focused on addressing existing barriers, these are:

- Component 1: Systemic and institutional capacity for integrated landscape management;
- Component 2: Effective management of Protected Areas and surrounding riparian and multiple use production landscapes in Northern Cambodia;
- Component 3: Knowledge management, gender mainstreaming, learning and M&E

III. Scope of Work

Under supervision and overall guidance of the Project Director, the Grant Management Officer (GMO) will work closely with project coordinator, finance officer, M&E Officer, Technical Advisor and Senior Management Advisor to effectively manage, monitor and oversee all aspects of project granting. The work of the GMO is based in Phnom Penh with sometimes travelling to Kampong Thom, Siem Reap, Preah Vihear and other provinces as necessary.

IV. Duties and Responsibilities

The Grant Management Officer works closely with project teams and grant recipients to perform the following key functions:

1. Lead management of the grant's selection process

- Provide support for the development or update the Grant Guideline of the INRM project;
- Manage the selection process from announcement, selections of grant recipients, prepare of grant agreement and signing, following the grant guideline of the INRM project;
- Work with Project Coordinator and Senior Management Advisor to prepare the respond the inquiries from applicants, including proposal preparation and submission process, and provide guidance and training as necessary;
- Conduct the appraisal of submitted project proposal in accordance with Grant Guidelines and ensure that the process and results are properly documented;
- Inform management team of any major risks, which would require careful consideration before making a decision on the grant.

2. Provision of contractual requirements, capacity development support to grant recipients and operational on financial and administrative issues

- Work closely with M&E and consult with Senior Management Advisor to conduct the assessments on financial and administrative capacities of prospective grant recipients and recommend capacity development measures based on any gaps identified in the assessment's as well as financial management and administrative procedures;
- Contribute to the development and delivery of presentations and trainings on INRM financial and administrative requirements;
- Mentor and train finance and administrative staff of grant recipients as required and provide help-desk services to grant recipients on financial and administrative matters;
- Review quarterly and annually financial and administrative reports submitted to INRM by grant recipients, and ensure they meet the required standards;
- Organize meetings with grant recipients as needed to follow-up on any outstanding issues or provide advice;
- Work closely with grants recipients to follow the important contractual requirements are being met including reporting deadlines and payment schedules.

3. Monitoring of financial and administrative operations of grant recipients

- Contribute to the design and implementation of a spot-check and/or tracking tools to monitor status of all grants, tailored to the profile of each grant recipient;
- Debrief grant recipients on findings, agree on follow-up actions and monitor implementation;
- Report to management team any major issues emerging from spot-checks or financial reports;
- Discuss any critical non-compliance by grantees with the relevant project team and the issues and proposed solutions to the senior management;
- Advise grant recipients on applicable audit standards and review/clear audit reports;
- Work with project team, Technical Advisor and Senior Management Advisor to ensure smooth and timely grant implement, including grant amendment, if requires and closure process.

4. Perform other related tasks as requested by management team

| V. Recruitment Qualifications | |
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| Education: | <ul style="list-style-type: none"> At least Bachelor's degree in Finance, Accounting, Business Administration, or a related field. |
| Experiences: | <ul style="list-style-type: none"> At least 5 years of relevant experience in financial and administrative management of development programmes in Cambodia; Experience in the design and delivery of trainings, and/or mentoring of staff; Experience with GEF/UNDP procedures will be an advantage; |
| Competencies: | <ul style="list-style-type: none"> Good communication (verbal and written), interpersonal and reporting skills; Very strong grantees or recipient grants orientation; Strong expertise in financial and administrative management, internal control procedures, and audit; Demonstrated planning and organizational skills; 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; Skill in achieving results through persuading, influencing, and working with others; Maturity and confidence in dealing with senior and high-ranking members of international, regional and national institutions; Displays sensitivity and adaptability to different cultures, genders, religions, races, nationalities and age groups; Good team player, self-starter, has ability to work under minimum supervision and maintain good relationships; Willingness to travel to the field when required. |
| Language Requirements: | <ul style="list-style-type: none"> Excellent command of Khmer and English (both spoken and written) . |

*Interested applicants should submit a cover letter, CV and support reference **no later than 23 September 2021** (5:00 PM) to the PMU of INRM project, Ministry of Environment: Third floor, Morodok Techo Building (Lot 503) Tonle Bassac, Chamkarmorn, Phnom Penh, Cambodia and / or email to: sophorntin8@gmail.com. Only short-listed candidates will be contacted for an interview.*