



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

**I. Position Information**

Job Title:	<b>Project Coordinator</b>
Reports to:	<b>Project Director</b>
Contract Type:	<b>Contract staff</b>
Classified Level:	<b>L-9</b>
Duration:	<b>One year with possibility of renewal</b>

**II. Background**

The 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. Functions / Key Results Expected**

The Project Coordinator (PC) will be responsible for the day-to-day management of project activities and the delivery of its outputs, under the direct guidance of the National Project Director (NPD) and work closely with UNDP Programme Analyst. The Project Coordinator's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

The PC will be responsible for the following specific tasks:

1. Prepare detailed work plan and budget under the guidance of the NPD;
2. Make recommendations for modifications to the project budget and, where relevant, submit proposals for budget revisions to the NPD for review and Project Board for approval;
3. Facilitate project planning and decision-making sessions;
4. Facilitate relevant agreements with stakeholders and the day to day liaison with them;
5. Organize the contracting of consultants and experts for the project, including preparing TORs for all technical assistance required, preparation of an action plan for each consultant and expert, supervising their work, and reporting to the NPD and Project Board;
6. Provide Technical guidance and oversight for all project activities;
7. Oversee the progress of the project components conducted by local and international experts, consultants, and cooperating partners,
8. Coordinate and oversee the preparation of all outputs of the project;
9. Organize Project Board and other meeting as well as annual and final review meeting;
10. Coordinate and report the work of all stakeholders under the guidance of NPD;
11. Prepare PIRs/APRs in the language required by the GEF and the UNDP's CO and attend annual review meeting;
12. Ensure that all relevant information is made available in the timely fashion regarding activities carried out nationally;
13. Prepare and submit quarterly progress and financial report as required, following all GSSD's guideline, quality management system, and internal administrative process;
14. Coordinate and participate in M&E exercise to appraise project success and make recommendations for modifications to the project;
15. Perform other duties related to the project in order to achieve its strategic objectives;
16. Ensure the project utilizes best practices and experiences from similar projects;
17. Ensure the project utilizes the available financial resources in an efficient and transparent manner;
18. Ensure that all project activities are carried out on schedule and within budget to achieve the project outputs;
19. Solve all scientific and administrative issues that might arise during the project.

**IV. Recruitment Qualifications**

Education:	<ul style="list-style-type: none"> <li>• At least Master's degree in Natural Resource Management, Environmental Management/ Science or Related field or equivalent.</li> </ul>
Experiences:	<ul style="list-style-type: none"> <li>• Minimum 5 years of experiences in project management;</li> <li>• Experience on promote integrated landscape management for the conservation and sustainable use of biodiversity, natural resources and ecosystem services in the northern part of Cambodia</li> <li>• Experience facilitating consultative processes, preferably in the field of the natural resource management;</li> <li>• Previous experience working with a GEF-supported project is considered an asset.</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>• Proven ability to promote cooperation between and negotiate with a range of stakeholders, and to organize and coordinate</li> </ul>

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	<p>multi-disciplinary teams;</p> <ul style="list-style-type: none"><li>• Strong leadership and team building skills;</li><li>• Self-motivated and ability to work under pressure;</li><li>• Demonstrable ability to organize, facilitate, and mediate; technical teams to achieve stated project objectives;</li><li>• Familiarity with logical frameworks and strategies planning;</li><li>• Strong computer skills;</li><li>• Flexible and willing to travel as required.</li></ul>
Language Requirements:	<ul style="list-style-type: none"><li>• Excellent communication and writing skills in English and Khmer.</li></ul>

*Interested individual should submit a cover letter, CV and support reference no later than 20 July 2020 (5:00 PM) to the Department of Biodiversity, Ministry of Environment: Third floor, Morodok Techo Building ( Lot 503 ) Tonle Bassac, Chamkarmorn, Phnom Penh, Cambodia and / or email to: [preangk@gmail.com](mailto:preangk@gmail.com). Only short-listed candidates will be contacted for interview.*