



**DEVELOPING A COMPREHENSIVE FRAMEWORK FOR
PRACTICAL IMPLEMENTATION OF THE NAGOYA
PROTOCOL-ABS
JOB DESCRIPTION**

I. Position Information

Job Title: **Administrative Officer**
Reports to: **Project Coordinator/ Project Director**
Contract Type: **Contract staff**
Classified Level: **L-7**
Duration: **One year with possibility of renewal**

II. Background

Cambodia's specific geographical location and long history and complicated topographical, ecological and social features has resulted in it becoming a prosperous, rich and diverse plants genetic resource country. While diverse climatic conditions diversified the country's flora with both tropical and temperate plants, thousands of years of agricultural practice by ethnic groups enriched its crop genetic resources with great numbers of local cultivars and land race. In term of medicinal plants, the high level of genetic diversity makes Cambodia an attractive country for bio-prospecting, especially given that there are approximately 800 known medicinal plants, many of which have associated knowledge.

However, Cambodia faces a wide range of issues that threaten its biological diversity and ecological security. These threats emanate from the transition from a subsistence-based agrarian economy to a consumption-based cash economy, competing land-use from urbanization and infrastructure development, poaching of wild plants and animals, localized overharvesting for timber, fuel wood and non-wood forest products, human-wildlife conflicts, and climate change. Because of the threat to biological resources, the traditional knowledge of local communities that is associated with genetic resources, the traditional knowledge of local communities that is associated with genetic resources is disappearing rapidly, due to the change of traditional lifestyles. A large volume of traditional knowledge, such as medicinal use of biological resources, is being replaced by modern technology.

To counter the various threats to biodiversity, the country has planned various strategies for the conservation and sustainable use of biological resources for socio-economic development. However, making use of its biodiversity and traditional knowledge for the promotion of bio-prospecting and of an access and benefits-sharing (ABS) national regime that is constrained by several factors. The country currently does not have a fully functional regulatory and institutional framework for ABS, and the institutional and personnel capacity to carry out bio-prospecting beyond basic level and develop and manage ABS schemes that are compliant with Nagoya Protocol. The project is intended to strengthen national capacities on access and benefit sharing of genetic resource to facilitate the implementation of the Nagoya Protocol on Access and Benefit Sharing. The above objective would be achieved through two components, namely: (i) Creating and enabling national policy, legal and institutional framework for ABS consistent with the CBD and its Nagoya Protocol, and (ii) Developing Capacity and administrative measure for implementation of national ABS legal framework.

III. Functions / Key Results Expected	
<p>The Administrative Officer will work under the direct supervision of the National Project Coordinator and work closely with Project Team. S/he will be performing the following key functions:</p> <ol style="list-style-type: none"> 1. In addition of and to general administration responsibilities, supervise activities concerned with office and grounds maintenance, security, transport and similar services; 2. Draft correspondence relating to administrative matters and follow up the sent-out correspondence; 3. Maintain files of rules, regulation, administrative instructions and other related documentation (both hard copy and electronic); 4. Maintain Office equipment and stationary supplies; 5. Assist in organizing meetings; workshops and seminars; 6. Schedule and control the contacts and meetings of all institutions and experts involved; 7. Assist the NPC in liaising with external contacts to assure smooth operation of the program, i.e. other line ministries and agencies, local authorities, development partners, NGOs, and others; 8. Arrange all travels for mission related to the program, including visa, flight and hotel booking within and outside Cambodia; 9. Ensure all logistical arrangements are carried out smoothly; 10. Record keeping of project documents, including financial in accordance with audit requirements; and 11. Perform other duties as assigned. 	
IV. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • At least Bachelor Degree in Administration, Business Management or related field.
Experience:	<ul style="list-style-type: none"> • At least 6 years of work experience with government, development partner, NGO, government ministries or private sectors; • Previous experience working with a GEF-supported project is considered an asset.
Competencies	<ul style="list-style-type: none"> • Self-motivated and ability to work under the pressure; • Team-oriented, possesses a positive attitude, and works well with others; • Flexible and willing to travel; • Excellent interpersonal skills; • Knowledge in various MS Office applications (Word, Excel, Power Point, etc.); • Ability to use office machines and equipment such as copier, scanner, fax machine.
Language Requirements:	<ul style="list-style-type: none"> • Excellent verbal and writing communication skills in Khmer and good knowledge in English.

Interested individual should submit a cover letter, CV and support reference no later than 12 June 2019 (5:00 PM) to the Department of Biodiversity, Ministry of Environment: Third floor, Morodok Techo

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*Building (Lot 503) Tonle Bassac, Chamkarmorn, Phnom Penh, Cambodia and / or email to:
preangk@gmail.com. Only short-listed candidates will be contacted for interview.*