



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

I. Position Information

Job Title: **Finance Officer**
Reports to: **Project Coordinator**
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 Finance 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. Responsible for providing general financial support to the project; 2. Take own initiative and perform daily work in compliance with annual work schedules; 3. Assist project management in performing budget cycle: Planning, Preparation, revisions, and budget execution; 4. Provide assistance to partner agencies in project activities, performing and monitoring financial aspects to ensure compliance with budgets costs, as necessary, in line with GSSD guideline; 5. Monitor project expenditures, ensuring that no expenditure is incurred before it has been authorized; 6. Assist project team in drafting quarterly and yearly project progress reports concerning financial issues; 7. Ensure that UNDP procurement rules are followed during procurement activities that are carried out by the project and maintain responsibility for the inventory of the project assets; 8. Perform preparatory work for mandatory and general budget revisions, annual physical inventory and auditing, and assists external evaluators in fulfilling their mission; 9. Prepare all outputs in accordance to ProDoc and GSSD guideline; 10. Ensure the project utilizes that available financial resources in an efficient and transparent manner; 11. Ensure that all project financial activities are carried out on schedule and within budget to achieve the project outputs; 12. Perform all other financial related duties, upon request 	
IV. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • At least Bachelor Degree in Finance, Business Management, or related field.
Experience:	<ul style="list-style-type: none"> • At least 6 years relevant work experience in financial management of development projects or similar field, with ability to review and analyse budgets, financial management systems, financial statements and audit reports; • Experience in working with government institutions and development partners; • 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; • Good knowledge of word, outlook, Excel and internet browsers is required;
Language Requirements:	<ul style="list-style-type: none"> • Excellent verbal and writing communication skills in Khmer and good knowledge in English.

Interest 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

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

*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.*