



## GEF TRUST FUND

**“Strengthening national biodiversity and forest carbon stock conservation through landscape-based collaborative management of Cambodia’s protected area system as demonstrated in the Eastern Plains Landscape (CAMPAS Project)”**

### JOB DESCRIPTION

#### I. Position Information

Job Title:	Secretary
Reports to:	National Project Coordinator/Administrative Officer
Contract Type:	Hired Employee
Duration:	One year with renewable possibility
Level:	L-3
Starting date:	As soon as possible

#### II. Background

**CAMPAS**, short for ‘**Strengthening national biodiversity and forest carbon stock conservation through landscape-based collaborative management of Cambodia’s protected area system as demonstrated in the Eastern Plains Landscape**’, is a project funded by GEF Trust Fund. As its title suggests, the project holds the interconnected aim to improve the sustainability of Cambodia’s national system of protected areas, with the complementary objectives to mainstream biodiversity into production forests and promoting conservation of carbon stocks.

The project is delineated into two main components:

Component 1: Strengthened national vision and support for landscape-based protected area and forest management.

Component 2: Integrated landscape management to safeguard forests, biodiversity, and carbon stocks in the Eastern Plains Landscape.

The project design comprises two major outcomes, one at the national level and a supportive outcome at the demonstration site level. At the national level CAMPAS comprises three specific outputs, all oriented to strengthen unity and support for landscape-based protected area and forest management that explicitly addresses national system level issues through measures that include establishing the enabling environment at national level, through

communications and awareness, strengthening protected area governance involving inter-agency cooperation, and demonstrating sustainable financing options. At the demonstration site level, the CAMPAS's four outputs will deliver a sub-regional planning approach for the Eastern Plains Landscape that integrates protected areas and biodiversity conservation into sustainable development – with specific focus on forested landscape connectivity. At this level it also focuses on integrating forest conservation with sub-regional economic development planning, trying to resolve issues presented by economic land concessions that often ignore and impact upon protected areas, and harnessing integration opportunities with other landscape-level initiatives like those of the Asian Development Bank Biodiversity Conservation Corridors and United Nations Environmental Program Adaptation Fund projects.

The total project budget is **4,718,182 USD for the period of 60 months**. The project will be executed by the **Ministry of Environment** and implemented by United Nations Environment Programme (UNEP) in close cooperation with other NGOs partners and stakeholders.

### III. Functions

A **Secretary** will work closely with the administrative officer, and will perform the following functions as in the duties and responsibilities below:

#### Duties and Responsibilities

1. Assist with scanning, photocopying and filing of all relevant documents ,as assigned;
2. Maintain and update files (both paper and electronic) and database of work units.
3. Ensure quotation list is prepared accordance to financial policy
4. Facilitate communication and follow-up with MoE officials, development partners and other institutions involved in project implementation;
5. Maintaining petty cash funds in a locked safe and updating the petty cash control sheet;
6. Record petty cash related transaction
7. Ensure fixed assets, ensure that inventory logs are correctly maintained & up to date accordance to actual transaction ;
8. Ensure that logistical need of the office
9. Assist support for human resources functions (i.e. collecting CVs and performance appraisal reports, assisting in recruitment procedures, etc.
10. Assist in the preparation of trainings, workshops and other events;
11. Provide reception services to visitors and guests in a professional manner;
12. Keep records of mail-in and mail-out;
13. Receive phone calls and send/collect facsimiles;
14. Perform other secretariat duties as requested by management team.

<b>IV. Recruitment Qualifications</b>	
Education:	<ul style="list-style-type: none"> <li>• High school education and training in administration/general secretary</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• At least two (2) years of progressively responsible secretariat experience, preferably within the development partners and government ministries;</li> <li>• Knowledge in various MS Office applications (Word, Excel, Power Point);</li> <li>• Ability to use office machines and equipment such as copier, scanner, fax machine.</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>• Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills;</li> <li>• Ability to perform a variety of standard secretariat tasks, including collection and compilation of project documentations, filing, provision of information;</li> <li>• Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment;</li> <li>• Focuses on result for the client and responds positively to feedback;</li> <li>• Consistently approaches work with energy and a positive, constructive attitude;</li> <li>• Remains calm, in control and good humored even under pressure.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Good knowledge of Khmer and basic knowledge of working English.</li> </ul>

Interested individuals should submit CV and Cover Letter no later than **15 December 2016 (Thursday at 5:00PM)** to the Department of Biodiversity, Ministry of Environment: Morodok Techo Building (Lot 503) Tonle Bassac, Chamkarmon, Phnom Penh, Cambodia.

For more information, please:

- Visit us at: [www.chm.gdanpc-moe.org](http://www.chm.gdanpc-moe.org) or
- Contact Department of Biodiversity, General Secretariat of National Council for Sustainable Development, Ministry of Environment.  
E-mail: [job.campas@yahoo.com](mailto:job.campas@yahoo.com)

Only short-listed candidates will be contacted for written test and interview.