

TERMS OF REFERENCE (TOR)



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:	Administrative Officer
Reports to:	National Project Coordinator
Contract Type:	Hired Employee
Classified Level:	L-7
Duration:	One year with renewable possibility
Starting date:	As soon as possible

II. Organizational Context

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

Summary of Key Functions:

The **Administrative Officer** will support the Project Coordinator in carrying out his/her duties, which will include:

The Administrative Officer will be performing the following key functions:

1. In addition to general administration responsibilities, supervise activities concerned with office maintenance, security, transport and similar services;
2. Draft correspondence relating to administrative matters and follow up on the sent-out correspondence;
3. Maintain files of rules, regulations, administrative instructions and other related project documentation (both hard copy and electronic), in line with operational procedures;
4. Act as focal point for asset management and maintain office equipment and stationery supplies;
5. Under the guidance of direct supervisors, act as focal point for procurement processes, including but not limited to organizing meetings, workshops and seminars, travel arrangements ;
6. Under the guidance of direct supervisors, act as focal point for recruitment processes;
7. Support the preparation of work plans, operational planning processes, reports, and monitoring of project activities
8. Performs other administrative duties as assigned.

IV. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> • Bachelor degree or other equivalent degree in the areas related to the ToRs. Strong administrative and organizational skills;
Experience:	<ul style="list-style-type: none"> • At least five (5) years of work experience in administration with development partners, NGOs, government ministries or private companies • Knowledge in various MS Office applications (Word, Excel, Power Point, etc.); • Ability to use office machines and equipment such as copier, scanner, fax machine; • Have at least five (5) years' experience in supporting the implementation of UNEP implemented projects, with preference in environment and natural resource management project is an asset.
Language Requirements:	<ul style="list-style-type: none"> • Good knowledge of working English and strong knowledge of written and spoken Khmer.

Interested individuals should submit CV and Cover Letter no later than **04 December 2018 (Tuesday 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.gdanp-moe.org or Contact Department of Biodiversity, General Secretariat of National Council for Sustainable Development, Ministry of Environment.

Tel: 017 676 508/061 658 574

E-mail: job.campas@yahoo.com

Only short-listed candidates will be contacted for interview.