



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

**I. Position Information**

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

**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 Administrative Officer will work under the direct supervision of the National Project Director (NPD) and work closely with Project Team. S/he will be performing the following key functions:

1. In addition of and to general administration responsibilities, supervise activities concerned with office and grounds maintenance, security, transport and similar services;

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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 NPD 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"> <li>• At least Bachelor’s Degree in administration, Business Management or related field.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• At least 6 years of work experience with government, development partner, NGO, government ministries or private sectors;</li> <li>• Previous experience working with a GEF-supported project is considered an asset.</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>• Self-motivated and ability to work under the pressure;</li> <li>• Team-oriented, possesses a positive attitude, and works well with others;</li> <li>• Flexible and willing to travel;</li> <li>• Excellent interpersonal skills;</li> <li>• Knowledge in various MS Office applications (Word, Excel, Power Point, etc.);</li> <li>• Ability to use office machines and equipment such as copier, scanner, fax machine.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Excellent verbal and writing communication skills in Khmer and good knowledge in English.</li> </ul>

*Interest individual should submit a cover letter, CV and support reference no later than 25 March 2022 (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: [inrmadm@gmail.com](mailto:inrmadm@gmail.com). Only short-listed candidates will be contacted for interview.*