



**“Increasing climate resilience through small-scale infrastructure investments and enhancing adaptive capacity of vulnerable communities in Kampot and Koh Kong Provinces in Cambodia”**

**I. Position Information**

Position	<b>Project Finance Assistant</b>
Post Level	National Consultant
Report to	National Project Manager
Contract Type	Individual Contractor (IC)
Duty Station	Phnom Penh, Cambodia
Expected Place of Travel	Kampot and Koh Kong Provinces, Cambodia
Assignment Duration	1 Years (Potential to expend)

**II. Project Description**

The National Council for Sustainable Development (NCS), Ministry of Environment (MoE), Cambodia and the United Nations Human Settlements Programme (UN-Habitat) have been successful in securing funding from the Adaptation Fund to implementing a four-year climate change project in the two coastal provinces of Cambodia, “Increasing climate resilience through small-scale infrastructure investments and enhancing adaptive capacity of vulnerable communities in Kampot and Koh Kong Provinces in Cambodia.”

The overall objective of the project is to support climate resilient and adaptive development and increase the capacity for climate variability/change adaptation of target communities living in Kampot and Koh Kong Provinces. This objective will be achieved through the following specific objectives:

- 3.2. To implement concrete adaptation actions that support climate resilient infrastructure in Kampot and Koh Kong Provinces to adapt to current impacts of climate change, in particular, extreme hydro-meteorological events.
- 3.3. To reduce the impacts of coastal climate hazards by recovering coastal ecosystems (Ecosystem-Based Adaptation) and minimizing related socioeconomic impacts on communities.
- 3.4. To enhance institutional capacity at the provincial and local level, relevant Government entities, and communities for decision-making and management of the implementation of adaptation measures/actions to address climate change and variability in Kampot and Koh Kong Provinces.

**The project is structured around the following three components:**

- Component 1: Increasing coping capacity by promoting climate-resilient small-scale infrastructure;
- Component 2: Adapting to current impacts of climate change through recovery of coastal ecosystems, and livelihood improvement and diversification, and
- Component 3: Building capacity and knowledge sharing to reduce vulnerability to climate change.

**III. Scope of Work**

The Project Financial Assistant will support Team Leader and coordinator and the management of the Project Manager at NCS to assist the project financial management and project operation to ensure the timeline and reach the target objectives and close coordination with other staffs and consultants involved in the project while coordinating and communicating with relevant stakeholders involved in the project.

**Duties:**

- Assist National Project Manager to develop the budget plan, Monitoring plan
- Prepare the expenditure based on NCSD Operation manual and requirement by UN-Habitat guidance
- Ensure the compliance of the procurement process of donors
- Coordinate with national and local governments for the project's procurement and finance.
- Support project team and assist the Project Team Leader in daily managing all project finance and field mission
- Ensure the project are disbursement on time and full supporting documents
- Assist the project operation, financial report and budget plan
- Ensure the project is well filling and keep the financial document
- Well prepare for auditing
- Support project team to develop the estimate for the event
- Perform other tasks as require.

**IV. Duration of Work**

The Project Finance Assistant will working closely with the management of National Project Manager at NCSD, . The Financial Assistant will have 3 months' probation and extend to 1 year contract and potential to extend upon the budget available.

**V. Duty Station**

The Project Finance Assistant will be working at the Ministry of Environment, subject to travel to target provinces. NCSD will cover transportation cost and DSA for related assignments in the field base on the Government regulation and policy.

**VI. Minimum Qualifications**

The Financial Assistant shall have the following qualifications:

Education:	Minimum university degree (Bachelor's degree or equivalent) in finance, administration, economics or related field.
Experience and skills:	<ul style="list-style-type: none"> <li>- A minimum of five years' professional practical experience in project finance, management, and administration</li> <li>- Experience in finance and project operation with UN system and NIM guideline</li> <li>- Able to work independently and as part of team and deliver on time under pressure.</li> <li>- Understand the allowable and unallowable compliance</li> <li>- Auditing experiences</li> <li>- Working in the pressure situation</li> </ul>
Language Requirements:	Fluency in English and Khmer.