



“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

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| Position | Project Administrative Assistant |
| 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 Administrative Assistant work under the supervision of the National Project Manager at NCS to assist the project activities and project operation, procurement, administrative to ensure the timeline and reach the target objectives of the project in close coordination with other staffs and consultants involved in the project while coordinating and communicating with relevant stakeholders involved in the project.

Duties:

- Develop the procurement plan and performance of the procurement process
- Assist NPM to organize a logistic of the event including logistic, invitation, confirmation and so on

- Prepare a minute of the event/meeting/ workshop for NPM for approval
- Tracking the letter in /out of the project
- Manage the project vehicle if comments
- Support project team and assist to National Project Manager in daily managing all project activities in-term of administration;
- Support to organize coordination meetings, technical, dialogue workshops and reporting in effective manner and timely;
- Assist the project operation, and administration; and
- Perform other tasks as require.

IV. Duration of Work

Working under the management of the National Project Manager at NCSD, and technical advice of UN-Habitat team. The Project Administration 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 Administrative 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 Project Administrative Assistant shall have the following qualifications:

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| Education: | Minimum university degree (Bachelor's degree or equivalent) in Administration, Management, Social Science, Economics or related field. |
| Experience and skills: | <ul style="list-style-type: none"> - A minimum of three years' professional practical experience in project management, administration, and especially climate change adaptation project; - Experience in working with the Government administrative system - Experience in administration, finance and project operation UN - Able to work independently and as part of team and deliver on time under pressure. - Flexible and honesty |
| Language Requirements: | Fluency in English and Khmer. |