

# Terms of Reference

*Program Title:* *National Program for Sub-National Democratic Development – Implementation Plan 2011 – 2013 (IP3)*

*Assignment:* **Senior Information Technology Advisor (in Monitoring, Communication and IT Support Office in PSD)**

*Location:* *NCDD-S, Phnom Penh*

*Duration:* *12 months (with possibility of extension)*

*Contract Type:*

*Level:*

## 1. Background

Based on the Organic Law on Administrative Management of the Capital, Provinces, Districts, Municipalities and Khans adopted in May 2008, the ten-year National Program for Sub-National Democratic Development (NP-SNDD) 2010-2019 has been approved by the Royal Government. The first four year implementation plan is ending in December 2014 and a new three year phase will commence in January 2015. The purpose of the NP-SNDD is two-fold: to develop accountable, sub-national democratic institutions with effective administrations, and to promote improved sub-national development for the benefit of the Cambodian population.

Underlying the design of the NP-SNDD is a national effort to develop capacity at all levels of government for democratic development including policy formulation, institutional strengthening and human resource development. At sub-national level, specific emphasis is focused on the level of the district/municipality.

The National Committee for Sub-National Democratic Development (NCDD) is mandated as the overall program authority and through its Secretariat (NCDD-S) is responsible for policy formulation and program coordination. Under the overall management of the Director and his appointed Deputies, the NCDD-S consists of four Divisions: Policy Analysis and Development; Program Management and Support; Administration and Finance; and Monitoring, Evaluation and Information.

Within the Monitoring, Evaluation and Information Division the Office of Monitoring, Communication and IT Support has the following key functions:

- IT support to the NCDD-S functions of: (i) monitoring the implementation of the National Program and (ii) developing the overall SNA data management. It will support the preparation of periodical NP implementation reports and will provide the framework within which the different databases of the SNAs will be developed and maintained by the responsible agencies (MOP, MOI, NCDD-S/SNA Observatory) and the interface with other databases (e.g. of the Local Finances Department of MEF);

- Communication, including maintenance of the NCCD website, preparation and publication of material for print, radio and TV and the development of an intranet, to allow interaction between staff in different offices and in the provinces.

This Terms of Reference is for the position of Senior Information Technology Advisor (SITA), positioned within the Monitoring, Communication and IT Support Office.

## 2. Duties and responsibilities

### **Duties**

The SITA will ensure that all NCDD information contained in its databases and other information storage/dissemination applications (such as the NCDD website) are maintained and operate with maximum efficiency. In so doing, s/he will contribute to managing information resulting from the operation of the NCDD, including sub-national investments as well as NCDD-S monitoring system. This work will contribute to the overall operational efficiency of the NCDD. Simultaneously, he/she will develop the capacity of the officials he/she is working with through training, coaching and mentoring.

His/her performance will be monitored, among others, in terms of the knowledge and skills transferred to his/her government counterparts.

### **Main Responsibilities**

The primary responsibilities of the Senior IT Advisor are to:

- Act as Team leader for the NCDDS IT Advisor team
- Ensure effective results-based management of information technology
- Work towards a more efficient use of technology within NCDD to better manage and disseminate information/data within and outside of the Government institution
- Manage the work involved in data base maintenance, programming of any new data bases or reprogramming of existing data bases based on technical reviews and specifications
- Provide oversight of the annual NCDDS IT budget plan and execution and prepare periodic reports for management
- Directly supervise other IT Advisors for the maintenance, updating and upgrading of the existing NCDD database system
- Research, analyse and evaluate new technologies and make recommendations for their deployment
- Provide technical and business related consulting on projects related to the National Annual Workplan and Budget Database (NAD) software development and maintenance
- Gather and analyse data in support of internal workflow, proposed projects, and systems requirements and gain organizational commitment for all systems and software plans
- Manage organization's application portfolio including software licenses

management in coordination with NCDDS LAN Advisor

- Manage projects involving feasibility studies, systems analysis, design, development and implementation of software base on proven methodology
- Conduct training sessions and demonstration of system for users
- Perform other duties are required

### **3. Reporting Relationship**

The SITA will work under the overall supervision of the Head of the NCDD Secretariat and the NCDDS Deputy Executive Head. He/she will be directly supervised by the Chief of the Monitoring, Evaluation and Information Division (MEID) and will work closely with the other key staff and advisers within the MEID and the NCDDS as a whole.

### **4. Expected Results**

The expected results of his/her work will be an enhanced NCDD and/or Mol IT capacity, including an effective and efficient system of databases and a well functioning MIS.

### **5. Qualifications**

The SITA is expected to have the following qualifications:

- Master degree in Computer Science or Information Technology
- At least five years' experience in computer database applications design, implementation, operations, and maintenance of complex systems
- Demonstrated experience in software design, relational database modelling, including the following technologies: MS SQL Server, Visual Studio .NET 2012+, ASP.NET MVC (C#), ExtJS and NHibernate.
- Holding additional IT Professional certificate is an asset
- Comprehensive knowledge of IP3 program objectives;
- Ability to work independently as part of a diverse team, comprising internal staff and development partners.
- Ability to work under pressure, handle a large volume of work and successfully prioritize tasks in order to successfully manage multiple commitments and deadlines.
- Excellent communication and interpersonal skills, with the ability to influence others on processes and standards without always relying on the line-of-command.