Terms of Reference

Program Title: *National Program for Sub-National Democratic Development –*
   Implementation Plan 2015 – 2017 (IP3-II)
Assignment: **Web Master (1 position)**
Location: *NCDD Secretariat, Ministry of Interior, Phnom Penh*
Duration: *12 months with possibility of extension*
Contract Type: *Employment Contract*

1. Background

The NCDD was established in 2006 under the Organic Law and Royal Decree to implement the Government's Democratic Development policy as set out in the law; to develop a 10-year implementation programme, and to oversee the implementation of that programme. In addition, a Secretariat (NCDD-S) was established under the Organic Law and Sub-Decree, to assist the NCDD.

The National Programme for Sub-National Democratic Development 2010 – 2019 (NP-SNDD) was approved by the NCDD, and a more detailed Implementation Programme 2011 – 2013 (IP3) was subsequently developed and approved. The IP3 calls for the NCDD-S to be strengthened and to be structured into two divisions – the Policy Division and the Programme Support Division (PSD).

The PSD is headed by a Chief and comprises of 6 Offices, each headed by an Office Chief:

1. National Program Management Office;
2. SNA Advisory Services Office;
3. NP Monitoring, Communications and IT support office;
4. National Projects Administration Office;
5. Administration and HR Office;
6. Accounting and Budgeting Office.

The <u>NP Monitoring, Communications and IT Support Office</u> will be responsible for:

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

- Communications, 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.

The Monitoring, Communications and IT Support Office comprises of the following staff, in addition to the Chief of the Office:

2. Duties and Responsibilities

A Web Master is now needed to improve on the NCDD website and to maintain it.

Key duties and responsibilities:

1. Enhance and continually improve the www.ncdd.gov.kh website and user experience in terms of its layouts, up to date contents, resources, the look and the links.

2. Plan, design, develop, write, revise and update contents and web pages through collection, research and analysis of information covering the NCDDS, its sub-national structures, its program, activities, partners, beneficiaries, the results and success stories the use of multimedia.

3. Lead, initiate and manage contents generation and above Task #2 delivery through consultation, coordination, communication and working with key managers, Information Officer and focal points across NCDDS structures, levels and jurisdictions.

4. Manage the process of organizing and up loading the contents, web pages and key NCDD documents and information products timely and in easy to access format and links.

5. Ensure that www.ncdd.gov.kh web server is functioning properly, is free from errors and bugs, is with no/reduced complaints and is accessible uninterrupted.

6. Any other duties as assigned by Chief of unit, NCDDS and on as and when required basis

3. **Reporting Relationship**:

The Web Master 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. The Web Master is directly supervised by the Chief of NP Monitoring, Communications and IT Support Office.

4. **Expected Result:**
The expected results of his/her work will be an enhanced NCDD and/or IT capacity, including an effective and efficient system and a well-functioning of Web management.

5. **Qualifications and Experience**
   Education:
   • Bachelor Degree from a recognized University in Information Technology, computer sciences or in a related field.

Experience:
- At least three years of post-qualification work experience in a similar capacity.
- Proven experience in all aspects of designing, managing and maintaining a website independently.
- Experience in creative writing and in web page generation in both Khmer and English and using multimedia.

Proven technical skills and competencies covering:
- Adobe Creative Suite, HTML,XML, CSS, JavaScript and Flash.
- Writing and editing in non-technical language and proofreading.
- Design and Multimedia.
- Interpersonal communication and team work.

Abilities:
- Ability to monitor web performance, identify and execute enhancements, conduct analysis and generate reports.
- Ability to work independently and collaboratively.
- Ability to work under pressure and to meet tight deadlines.