LGCC Provincial Project Officer

**Job Description**

# Background

The National Committee for Sub-National Democratic Development (NCDD) was established by Royal Decree under the Organic Law of 2008, to implement the Government’s Democratic Development policy as set out in the law; to develop a The National Programme for Sub-National Democratic Development 2010 – 2019 (NP-SNDD).

UNCDF’s Local Climate Adaptive Living (LoCAL) is a global programme supporting climate change adaptation by local governments in least developed countries. Since its inception in 2011 LoCAL has expanded to ten countries in Asia-Pacific and Africa, with further expansion under way. Cambodia’s Local Governments and Climate Change (LGCC) was one of the first LoCAL country projects and is a recognized success. Consequently, Cambodia is considered ready to become one of the first LoCAL countries to move to Phase 3, in which the national implementing partners directly mobilizes funds from a variety of external and domestic sources for a programmatic approach to sub-national climate change adaptation. The LGCC 3 is implemented in Takeo and Battambag Provinces from 2017 to 2018

The National Climate Change Planning Adviser will support mainstreaming of climate change adaptation into the sub-national planning guidelines in cooperation with the Sub-Committee on Planning of NCDD. The Adviser will also assist NCDD-S in other tasks related to sub-national planning and will assist NCDDS in all aspects related to implementation of LGCC. The LGCC Provincial Project Officer is located in either Takeo or Battambang Province and assists with project implementation and monitoring tasks.

# Reporting Relationships

The LGCC Provincial Project Officer works as a member of the Provincial Advisory Team under the day-to-day supervision of the Provincial Programme Management Adviser and under the overall supervision of the Director of the IP3 Programme in the Province.

# Main Duties

**The LGCC Provincial Project Officer supports the Provincial Administration and the IP3 Programme Director in carrying out the following tasks:**

1. Prepare and submit to the NCDD for approval the Annual Work Plans and Budgets (AWPB) of the LGCC project, consolidating all activities to be carried sub-national levels;
2. Administration, implementation, monitoring and evaluation of the LGCC project;
3. Communication with NCDDS on matters concerning the LGCC project;
4. Preparing progress and financial reports on the LGCC project implementation;
5. Building the capacity of sub-national administrations and line department in Climate Change Adaptation mainstreaming and the Vulnerability Reduction Analysis process;
6. Close cooperation with local authorities and stakeholders to ensure mainstreaming of CCA into local development plans and investment programmes;
7. Work planning, administration, implementation and monitoring of other projects and programmes as directed by the Director of IP3; and
8. Other tasks as directed by the Director of IP3.

# Impact

The key results of the LGCC Provincial Project Officer’s work will include (1) smooth implementation of the LGCC project within the Province and (2) improved awareness of climate change and capacity for climate change adaptation amongst sub-national administrations, technical agencies and other stakeholders within the Province.

# Person Specifications

## Education

* Bachelor degree in a relevant field or equal experience (development planning, social science, etc.)

## Organisational Competencies:

* Demonstrates commitment to NCDD’s mission, IP3 objectives and SNDD values
* Displays gender, religion, race, nationality and age sensitivity and adaptability
* Ability to establish and maintain effective rapport with civil servants, other advisers and with all
* key NCDD stakeholders
* Willingness and ability to transfer knowledge and skills to build capacity

## Functional Competencies:

* Managerial and administrative ability needed to ensure smooth implementation of LGCC
* Familiarity with the challenge posed to Cambodia by global climate change and with the concepts of Climate Change Adaptation
* Ability to work with Provincial government officials, other advisers and consultants
* Understanding of, and ability to work within government systems
* Consistently approaches work with energy and a positive, constructive attitude
* Proven ability to work as part of interdisciplinary teams

## Experience

* At least five years progressive career experience in relevant areas
* At least three years’ experience in sub-national democratic development including sub-national planning
* At least two years experience in programs related to climate change adaptation
* Substantial experience of the government administrative system
* Substantial experience of capacity development activities

## Knowledge and Skills

* Good knowledge and understanding of RGC administrative processes, especially those relevant to execution of sub-national administration budgets;
* Good knowledge and understanding of RGC sub-national planning processes
* Good knowledge and understanding of D&D issues, especially as they relate to the field of planning
* Good knowledge and understanding of climate change adaptation and the potential role of sub-national governments
* Good communication, interpersonal and reporting skills