Terms of Reference

Position: **Administrative Assistant (AA)**
Project Title: Land Allocation for Social and Economic Development II (LASED II) Project
Budget line: Credit 5807-KH
Duty Station: NCDDS, Phnom Penh

Duration: 1 year
Basis: Individual Consultant Contract

A. Background:

The National Committee for Sub-National Democratic Development (NCDD) is mandated as the overall program authority and through its Secretariat (NCDDS) is responsible for policy formulation and program coordination. The NCDD Secretariat, responsible for overall three-year Implementation Plan (IP3) program management and coordination. Commune Social Land Concessions is strongly support to Social Land Concessions Program which contributed to commune administration management law.

The LASED II is a project to support the implementation of the Royal Government's Social Land Concessions (SLC) Program to distribute state private land to the landless and land-poor through social land concessions to improve livelihood of poor households and vulnerable groups through Commune Based Social Land Concession. Under the overall authority the Ministry of Land Management, Urban Planning and Construction (MLMUPC), the General Directorate of Housing (GDH) is responsible for implementing the LASED II.

The objective of LASED II is to improve access of project beneficiaries to agricultural and other rural resources, infrastructure and services in project communities. The project will be achieved by:

- Strengthening community groups to better identify and prioritize technology and infrastructure investments;
- Financing priority productive and social community infrastructures; and
- Scaling up agricultural and livelihood support activities.

B. Implementation of LASED II respects the following principles:

- Promote good governance and rule of law;
- Support and strengthen the land reform and decentralization and de-concentration agenda of the Government;
- Encourage civic engagement;
- Prevent environmental degradation;
- Promote transparency and accountability; and
- Ensure sustainable growth.

The General Directorate of Housing (GDH) which based in the Ministry of Land Management, Urban Planning and Construction (MLMUPC) is an Implementing Agency. Under project design documents GDH is responsible for the overall coordination, infrastructure development, land policy application, capacity building and management and monitoring and evaluation of project.

NCDDS is responsible for the overall coordination and management of the project, with responsibility for the procurement and financial management aspects. NCDD delegates most operational responsibilities to Provincial Authorities in the participating provinces. A limited set of operational tasks are performed at national level by the NCDDS's divisions. These responsibilities include:

- Overall project financial management;
- Overall procurement;
- Contract administration;
- Monitoring and evaluation;
- Preparation of Annual Work-Plans and Budgets; and
- Preparation of Annual Reports.

The General Directorate of Agriculture (GDA) is supporting agriculture-based livelihood systems (LASED II Sub-Component 1.3), being responsible for the planning, coordination and implementation of agriculture support activities and quality assurance of goods and services that are provided to project beneficiaries. The GDA is also responsible for coordinating and tapping the technical expertise of other technical departments within the MAFF, including engagement and supervision of required national technical consultants and third party service providers/delivery organizations (e.g. NGOs) to support the implementation of sub-projects. Together with the Provincial Department of Agriculture, they are responsible for the planning, and coordination and implementation of agriculture support activities and quality assurance of goods and services that would be provided to project beneficiaries. LASED II will be implemented over a period of 5 years (2016-2021) in 5 target provinces such as Kratie, Kampong Thom, Tbong Khmum, Kampong Chhnang and Kampong Speu.

To support the Project Operation at National Level, LASED II is seeking a qualified candidate for the post of **Project Administrative Assistant**.

C. Duty and Responsibility:

Project Administrative Assistant's primary roles is to provide support to the government staff in administration management as well as support to admin and finance unit in order to maintain good administrative and financial management system for LASED II. He/she will oversee to all office procedures and other tasks as assigned by the management. He/she is responsible for the following tasks:

1. Maintain office workflow to coordinate work and meetings.
2. Maintain confidentiality in all aspects of project information.
3. Interact with government officials, vendors and visitors.
4. Respond to telephones calls and transfer to appropriate staff member.
5. Open, sort and distribute incoming correspondence, including emails.
6. Sign for and distribute courier mail or other delivered packages.
7. Prepare responses to correspondence containing routine inquiries.
8. Perform general clerical duties which include, but not limited to, copying, mailing and filing.
9. File and retrieve organizational documents, records and reports.
10. Coordinate and direct office services, such as records**,** preparation of payment vouchers.
11. Prepare documents**,** reports, memos, letters using word processing, spreadsheet.
12. Compile data and prepare documents for consideration and presentation to the Project Coordinator.

13. Set up and coordinate meetings and conferences.
14. Prepare agendas and arrange project meetings and workshops
15. Attend project meetings, PRC's meetings or other meetings as requested in order to record and prepare minutes.
16. Ensure that all LASED II equipment at LASED II-NCDDS and provincial level have proper loan agreement with LASEDII-NCDDS and with appropriate inventory record control.
17. Ensure that all LASEDII-NCDDS equipment are entered correctly and up to date at NCDDS Inventory Database (NID).
18. Assist relevant staff at national and provincial level in entering and maintaining the inventory database system.
19. Conduct physical check of the LASEDII inventory at national and province twice a year in collaboration with relevant staffs.
20. Assist and control fuel supply for all vehicles.
21. Collaborate with drivers on daily work arrangement.
22. Prepare mission letter and travel arrangement for team work to the field.
23. Control of office supplies and arrange for office equipment maintenance including vehicles.
24. Assist and ensure proper vehicle history records and vehicle maintenance follow maintenance plan.
25. Other duties as assigned by LASED Project Coordinator

D. <u>Qualification and Experience Requirement</u>

The applicants shall have the following qualifications:

1. Education background: Bachelor's degree of Public Administration, and/or Business Administration, General Administration Management or other similar qualifications.
2. At least three (3) years experience in general office procedures preferably understand of World Bank and/or ADB Procedures, SOPE of MEF and/or other development partner projects.
3. Ability to operate standard office equipment, including but not limited to computers, telephone systems, calculators and photocopy machines.
4. Knowledge of computer use (EXCEL, Word processing, and willing to learn computerized accounting system).
5. Fast learner and work well with LASED Team.
6. Good communication skills, written and spoken, in Khmer and English.