



The Cambodia REDD+ Taskforce Secretariat

JOB DESCRIPTION

Job Title	Administrative Assistant
Project	Forest Carbon Partnership Facility REDD+ Readiness Project
Contract Type	RTS Contractual Service
Contract duration	One year with possible extension
Duty Station	Phnom Penh, REDD Taskforce Secretariat, Forestry Administration

II. Organizational Context

The Royal Government of Cambodia has shown early support for the development of approaches to REDD+ with the approval of two pilot sites in 2008 and 2009. In August 2009, the General Department of Administration for Nature Conservation and Protection of the Ministry of Environment, Forestry Administration of the Ministry of Agriculture, Forestry and Fisheries and Ministry of Economic and Finance as representatives of the RGC were granted observer status in the UN-REDD programme. Following this time the RGC with support from UNDP Cambodia and FAO Cambodia, prepared a REDD+ Readiness planning process, which led to the development of the Cambodia Readiness Plan Proposal on REDD+ ("Roadmap"), a document outlining how the country will develop policies and measures to become 'REDD+ ready'.

The Cambodia REDD+ Programme forms part of this approach and has been specifically designed to support implementation of the Roadmap, which was developed by the interim REDD+ Taskforce and stakeholder groups during the period January-September 2010. The UN-REDD programme has four outcomes:

- 1) National REDD+ Readiness Management arrangements and stakeholder consultation;
- 2) National capacity-building towards development of the REDD+ strategy and implementation framework; and
- 3) Sub-National REDD+ capacity-building and demonstration;
- 4) Support to development of the Monitoring system.

The programme design looks to fully incorporate relevant line ministries and agencies with FA, GDANCP and FiA being fully engaged within the implementing structures, while other ministries are engaged within higher level decision making bodies as well as technical assessment and consultation processes. This approach marks the programme out as one of the most highly integrated REDD+ programmes globally. As part of outcome 2 National capacity-building towards development of the REDD+ strategy and implementation framework the programme has supported the establishment of The Cambodia REDD+ Taskforce Secretariat to play a very important role to coordinate and administer the execution of the Cambodia REDD+ Programme.

III. Functions / Key Results Expected

Under the overall guidance of the Head of Cambodian REDD+ taskforce Secretariat (RTS), the Administrative Assistant ensures effective delivery, high quality, accuracy and consistency of work to the RTS and other high-ranking government officials and visitors, ensuring highest standards of discretion and integrity, sense of responsibility, excellent knowledge of protocol and security issues. The Administrative Assistant also demonstrates a client-oriented approach, courtesy, tact and ability to work with people of different national and cultural backgrounds. S/he will be based at REDD+ Taskforce Secretariat Office and will also work under the day to day guidance by and closely with the UNDP/FCPF project support team and will perform the following 3 key functions:

1. Ensure effective and high quality support to the programme administrative, operation
2. Effective support to the programme implementation
3. Provision of inputs to the programme report

1. Ensure effective and high quality support on programme administrative, Operation

- Act as focal person on receiving and distributing documents for signature both incoming and outgoing.
- Processing any letter/document among line ministries and stakeholders.
- Drafting and formatting correspondence, appointment letters, reports, and documents requested by the RTS.
- Maintain and update contact lists for staffs, partners and other stakeholders.
- Assist RTS in coordinating and obtaining necessary visas, documents and travel arrangements for staffs.
- Inventory management and regular physical count in conjunction with Finance Officer.
- Update labeling and status of asset.
- Updating and monitoring usage of stationeries, kitchen supplies and cleaning supplies.
- Prepare stationaries, kitchen supplies and inventory report to Head of REDD+ Taskforce Secretariat on a quarterly basis.
- Monitoring and update any event on calendar board.
- Meeting Room booking arrangement and the use of project vehicle and telephone
- Ensure all Secretariat Minutes are signed and properly filled.
- Preparation meeting room such as refreshment, handout, LCD, screen.
- Ensure that RTS office and facilities are hygienic and properly cleaned.
- Ensure appropriate procedures and protocols for receiving visitors, place and screen telephone calls, and answer queries with discretion.
- Be supportive to any assignment by colleagues.
- Establish and maintain the electronic and physical filing system for programme documentation and communication.
- Scanning and filling administration soft and hard copy.
- Direct supervision to cleaner.

2. Effective support to programme implementation

- Participate in day-to-day activities relating to programme implementation and provide assistance to the team;
- Facilitate day-to-day communication with programme partners;
- Provide logistic and accommodation booking service upon requirement;
- Support the organization for workshops, and training programmes;
- Perform other tasks as required by the RTS

3. Provision of inputs to the project report

- Provide support to the preparation and distribution of programme reports and publications;
- Assist the team in preparing reports for the programme board or UNDP as required.

IV. Impact of Results
The position will ensure an excellent assistance to the secretariat team to effectively implement the agreed project. Promote the mobilization of resources to support the extension of the project and improve coordination among stakeholders.

V. Competencies
<p>Functional Competencies:</p> <p><i>Knowledge Management and Learning</i></p> <ul style="list-style-type: none"> • Shares knowledge and experience • Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills <p><i>Development and Operational Effectiveness</i></p> <ul style="list-style-type: none"> • Ability to perform a variety of standard tasks related to results management, including screening and collecting of programme/ projects documentation, projects data entering, preparation of revisions, filing, provision of information • has good computer skills especially ability to use spreadsheets and accounting profession packages <p><i>Leadership and Self-Management</i></p> <ul style="list-style-type: none"> • Focuses on result for the client and responds positively to feedback • Consistently approaches work with energy and a positive, constructive attitude • Remains calm, in control and good humored even under pressure • Has initiative and can work independently with little supervision

VI. Recruitment Qualifications	
Education:	Secondary education with specialised certification in accounting, business administration with demonstrative and technical experiences
Experience:	<ul style="list-style-type: none"> • At least 2 years of relevant working experiences in office administrative and management. • Organisational, inventory and budgetary skills is a plus • Familiarity with rules, regulations and procedures relevant to project implementation
Computer:	Able to use Microsoft office
Language Requirements:	Demonstrate oral and written communication skills in English and Khmer