



## JOB DESCRIPTION

### I. Position Information

Job Title:	<b>Admin Assistant</b>
Reports to:	Head of REDD+ Taskforce Secretariat
Duration:	One Year
Duty Station:	Phnom Penh

### 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 with 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 been 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 UN-REDD programmes globally. As part of outcome 2 National capacity-building towards development of the REDD+ strategy and implementation framework the programme have supported to establishment of The Cambodia REDD+ Taskforce Secretariat to play very important role to coordinate and administrate the execution of the Cambodia UN-REDD programme.

### III. Functions / Key Results Expected

The Admin Assistant will be under direct supervision of and reports the progress of work to the Head of REDD+ Taskforce Secretariat (RTS). S/he will be based at REDD+ Taskforce Secretariat. The Admin Assistant will perform the following tasks:

- 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.
- 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;
- 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.
- Perform other tasks as required by the RTS

<b>IV. Recruitment Qualifications</b>	
Education/qualification/training	Bachelor Degree with specialised certification in business administration or equivalence.
Experience:	<ul style="list-style-type: none"> <li>• At least 2 years of relevant experiences in office administrative and management.</li> <li>• Organisational, inventory and budgetary skills is a plus</li> <li>• Familiarity with rules, regulations and procedures relevant to project implementation</li> </ul>
Language :	Demonstrate oral and written communication skills in English and Khmer
Computer:	Able to use Microsoft office

<b>V. Signatures- Post Description Certification</b>	<b>Signature &amp; Name</b>	<b>Date</b>
Requested By: Head of REDD+ Taskforce Secretariat		
Approved By: National Project Director		