



JOB DESCRIPTION

Position title:	Project Officer for EU-ACSESS Project
Directly reports to:	Project Manager, EU-ACSESS Project
Supervises:	N/A
Location:	Sen Monorom Town, Mondulkiri Province
Date :	One year

Position Summary:

The Project Officer for EU-ACCESS project assists Project Manager EU-ACCESS to implement EU ACCESS project as well as CSO engagement initiatives of Eastern Plains Landscape. This also includes producing technical reports for related activities and the accountable for enhancing partner capacity especially Community Based Organizations (CBO) on natural resource governance.

I. Major Duties and Responsibilities:

1. Develop project work-plan (monthly, quarterly) following annual work plan. Propose supporting activity plan as necessary;
2. Assist to ensure monitoring system delivered with alignment of project requirement. The monitoring also covers partners' activities;
3. Assist to ensure timely implementation of the CSO engagement project and the synergy with other programmes of Eastern Plains Landscape. The implementation also includes CBO small grant management inside Phnom Prich Wildlife Sanctuary and Srepok Wildlife Sanctuary;
4. Promote and share social policies practices throughout project implementation process (Social Development for Conservation – SD4C, included gender equity-based);
5. Assist to conduct the assessment on CBO/CSO Capacity Assessment, Level of Engagement, and Level of Commitment and Action;
6. Initiate to support project-related goals included, but not restricted to 1) partners/target capacity strengthening 2) CSO policy engagement, 3) public and private sector partnership, and 4) sustainable financing;
7. Provide regular updates to EU CSO Project Manager and share knowledge with project partners on implementation, monitoring, review, and updates with regard to the CSO-funded project;
8. Develop monthly report and other relevant reports as required by project, partners, and government.

9. Develop and maintain effective and trustful contacts/collaboration with a wide range of external contacts – both organisations and individuals – in CSO engagement for inclusive participation of project implementation;
10. Engage with partners with constructive principles required by the projects and engagement guidance framework.
11. Assist to ensure accountability and transparency of project partners with alignment of organisation policy and donor requirement
12. Keep tracking the implementation context that link and influence project results and partners' interest. Report regularly to EU CSO Project Manager for engagement approach adaptation.
13. Provide frequent capacity building include training/coaching and awareness raising to partners especially community based organization to support their organization strengthening, engagement capacity and management plan implementation
14. Work in close coordination with the relevant communications staff of WWF-Cambodia to communicate project successes and achievements to defined target audiences.

This Job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

II. Qualifications:

Education & Experience

- Bachelor Degree in Natural Resource Management, Forestry, Rural Development, or other related fields.
- At least 2 years in the sector of the conservation and or CSO/ CBO engagement in rural development and natural resource management.
- Practical experience with focus on application of CSO/ CBO engagement tools, policy and policy advocacy capacity building processes – especially in Cambodia.
- Experience in coordinating/working with diverse Stakeholders in multi-cultural environment. Working with target community groups in Monduliri is an advantage.
- Working with Government officials and line staff in supporting community capacity to manage natural resource and raise voices to decision makers.

Skills & Abilities

- Thorough understanding of conservation, rural development, forestry, and community based organization engagement issues in Cambodia.
- Good understanding of partnership building and engagement strategies in Cambodia.
- A good understanding of civil society and natural resource management context in EPL include trends and driving changes.
- Report writing
- Good in written and spoken English and local language is an advantage
- Working well with and contributing effectively to a multicultural team
- Working independently in remote areas and spending periods of time in the field
- Working on own initiative with minimum supervision and staying on task

III. Working Relationships

1. Internal

- Work closely with, Community Livelihood Development Manager, Community Engagement Officers, Senior Officer for Community Patrolling, CET project assistant and other staffs at landscape and country programmes.

2. External

- Interact with donors, government, partners, communities, consultants, and with other NGOs, CSO, and CBOs active in Cambodia.