

Strengthening Procurement System at the sub-national Level Project (SPSL)

Job Title : SPSL Project Officer
Accountable to : Social Accountability (SA) Project Manager

1. Project Officer is responsible for:

Overall implementation of SPSL project activities in Kampong Thom under the supervision of the Social Accountability Project Manager

2. Summary Responsibilities:

The SPSL Project Officer is mainly responsible for implementing the project activities in the assigned target location of the project. S/he is responsible to convene meeting, follow up on decision, and communicate in with all SPSL stakeholders project. S/he is responsible to prepare annual, quarterly, monthly, and bi-weekly work plan and reports under the supervision from SA project manager

3. Details duties and tasks:

- 1- Develop annual, quarterly, monthly and bi weekly work plan;
- 2- Make contract with Joint Procurement Monitoring Committee (JPMC) member and other relevant stakeholders;
- 3- Under the supervision of the SA project manager, s/he manage the implementation of project's activities approved by the to achieve the project goals;
- 4- Identify challenges and facilitate the resolution faced by stakeholders;
- 5- Maintain on-going relationship with relevant, sub-national councilors and Board of provincial/district governor, stakeholders and citizens;
- 6- Organize and facilitate meetings, workshop, campaign, outreach, dialogue and forum of SPSL project and work as master of ceremony of these events.
- 7- Ensure that the budget expenditure of the SPSL project is effectiveness and efficient and right on target;
- 8- Follow up and coach activities of JPMC members, and write case studies or best practices of SPSL's stakeholders.
- 9- Develop a monitoring plan for the project, and observe the project implementation and document the impact and change created by the project;
- 10- Do bi-weekly, quarterly, and annually activities reports of activities in Kampong Thom;
- 11- Write short articles or activities and take photo relating to project goal to be posted on JPMC on social media;
- 12- Collect information related to procurement process though monitoring;
- 13- Take minute meeting, report in Khmer, including JPMC meeting and translate into English;
- 14- Participate in the meeting or workshop assigned by SA project manager;
- 15- Contribute new idea and solution to improve the project implementation;
- 16- Work under the direction of the SA project manager on SPSL project; and
- 17- Other task is assigned by SA project manager.

4. Qualification:

- 1- At least graduated from a four year college in communication, planning, development or related area;
- 2- Have at least 02 years experiences working with NGOs in Cambodia;
- 3- Has good at planning and organization skills;
- 4- Have good public presentation and public relation skills;
- 5- Good communication ability in English, and Khmer language in both Speaking and writing;
- 6- Good interpersonal relationship with stakeholders;
- 7- Ability to do report, and develop budget for project activities;
- 8- Good command in using Ms. Word, Excel, Power Point, email, internet; and
- 9- Ability to travel to the provinces periodically and work under pressure.