



**ACTIONAID CAMBODIA (AAC)** Job Description and Person Specification

Job Title:	Project Officer- Climate Change and Resilience Livelihood		
Department	Programme	Unit	CC/RL
Grade:	D	Contract Type	FDC-project based
Location:	Phnom Penh (With extensive travel to the field)		
Reports to:	Climate Change and Resilience Livelihood Specialist		
Direct Reports:	N/A		
Job Role			
Role Overview:	Under an oversight of Climate Change and Resilience Livelihood Specialist (CCRLS), the Project Officer-Climate Change and Resilient Livelihoods (PO-CCRL), is responsible for climate change and gender-responsive project implementation and project management, ensuring that activities under their responsibility is in line with the approved proposals and comply to necessary rules and regulations. The PO-CCRL will work closely with partners, stakeholders, Women Champion Networks (WCN) to facilitate the development of their leadership, entrepreneurship capacity and building close collaboration with relevant local, subnational, national institutions to increase their access to skills and social services for climate resilience and better response to DRR, including access to financial resources and technology that promote gender responsive and climate resilient livelihoods using renewable energy and other low carbon technologies.		
Areas of Responsibilities	Key Activities		
Project Implementation	<ul style="list-style-type: none"><li>• Develop close working collaboration between partners, Women Champion Network and relevant stakeholders including financial institutions, technology and renewable energy providers as part of the project activities</li><li>• Facilitate meetings to map out institutions and technology providers, including financial institutions that provide renewable and low-carbon technology support and financing</li><li>• Organize consultation meetings to identify needs and demands of WCN, women fisherfolk on local business development in renewable and low-carbon technology as well as business partnership development</li><li>• Conduct outreach, mobilise and organize training for WCN on business partnership development and management and gender-responsive climate resilient livelihoods, renewable and low carbon technologies as well as public budget for social service and Climate Change with on-going coaching, learning reflection to increase their understanding on their resource mobilization and their advocacy action including research with relevant communities, entities and authorities.</li></ul>		

	<ul style="list-style-type: none"> <li>• Coordinate meeting between AAC partners, key stakeholders and financial institution as well as planning workshops and learning reflection events on renewable energy business and new innovations with women champion networks</li> <li>• Facilitate and provide mentoring and coaching on financial management and support on business operation strengthening and improving business management to community groups, including skills in financial management, business operations and management practices.</li> <li>• Organise exchange visit by the women production group members to the selected model of renewable business/enterprise.</li> <li>• Support in organising and conducting public awareness campaigns events on renewable energy and low-carbon technology</li> <li>• Manage small-scale grants provision to women champions</li> <li>• Coordinate learning and exchange visit of women champion members and grassroots women on capacity building platforms on the of local business development in renewable and low-carbon technology.</li> <li>• Working closely with CRLS and liaison with government officials, private sectors, financial institutions and renewable energy facility providers for public awareness on renewable energy/low carbon technology.</li> <li>• Document case studies of WCN members leadership experience achievement, challenges and shared learning to other women champion.</li> <li>• Ensure regular project risk management are conducted, reviewed and update and mitigation action and plan are in place to response to risks</li> <li>• Organise capacity training on entrepreneurship to advance WCN's micro-business development planning, financial literacy and management skills.</li> <li>• Facilitate participation and promoting and of women's voices, roles, and leadership in gender responsive climate change and services in various plate form/forums and campaign including International environmental/DRR Day.</li> <li>• Work with SHEA and Safeguarding focal point for the inclusion and embedding of SHEA and Safeguarding mechanism and awareness throughout the project activities.</li> <li>• Engage in project risk assessment, monitoring and ensure the risk and response plan are in place and is updated every six-month</li> </ul>
<b>Monitoring</b>	<ul style="list-style-type: none"> <li>• Ensure the obtained knowledge and skills of team, partners and stakeholders are effectively disseminated/transferred to target groups in the project areas</li> <li>• Support the AAC PQL Coordinator in project monitoring and evaluation</li> <li>• Assist in facilitating donor visits to the project areas;</li> <li>• Flag possible constraints to project implementation and propose solutions;</li> <li>• As part of on-going activities, monitor safeguarding risk, modern slavery and human trafficking issue and other forms of abuses and report the cases to line manager or focal of contact for SHEA and Safeguarding</li> </ul>
<b>Budget and Finance</b>	<ul style="list-style-type: none"> <li>• Close monitor the project expenditure and provide detailed information on expenditure variances.</li> </ul>

	<ul style="list-style-type: none"> <li>In cooperation with the Finance team member, support local implementing partners and field officers in budget planning and ActionAid fund request procedures;</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>Coordination to collect all report from partners and consolidation report with support from Climate Change and Resilience Livelihood Specialist and produce quality narrative reports.</li> <li>Assist local partners and field staff to produce good quality narrative reports;</li> </ul>
<b>Document Learning and Capacity Building</b>	<ul style="list-style-type: none"> <li>Work with PQL Coordinator to document project best practices and coordinate shared learning within relevant stakeholders including ActionAid staff and relevant stakeholders</li> <li>Coach and support the project field-based staff executing their tasks</li> <li>Ensure that Khmer translations of training material and other documents reflect the correct content, in particular DRR/Disaster Management (DM)/CC terminology</li> </ul>
<b>Communication, Coordination &amp; Networking</b>	<ul style="list-style-type: none"> <li>Support the Advocacy and Communication officer in the development of effective IEC material.</li> <li>Ensure appropriate AAC and donor visibility in the field as per donors' visibility and communication guidelines.</li> <li>Ensure active networking with other relevant climate change/resilience livelihood actors at the national and provincial level;</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Support other related tasks as required by the CCRLS</li> <li>The position holder fully adheres to and comply with ActionAid Code of Conduct and SHEA &amp; Safeguarding policies both on-duty and off-duty.</li> <li>Support team on Emergency Response on DRR/Disaster Management in the provinces as needed</li> <li>Ensure donor compliance on project implement with CCRLS and partners</li> </ul>
<b>Key Relationships to reach solutions</b>	
<b><i>Internal (to ActionAid or team)</i></b>	<b><i>External</i></b>
Climate Change and Resilience Livelihood Specialist and climate change and resilience building team	CSOs, Partners, LRP and local communities
Programme and Programme Quality Teams	Donors and supporters
Finance and Fundraising Depts	Women Champion network members
Women rights and Communication Officer,	Financial institutions, renewable energy and low-carbon technology entities
Admin and procurement team	Related stakeholders across government, NGOs and INGOs
<b>Person Specification</b>	
<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"> <li>Degree in social sciences, disaster risk reduction, disaster management, environmental science or general management</li> </ul>
<b>Essential Experience Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Good written and spoken English skills</li> <li>Strong facilitation skills</li> <li>Good knowledge of disaster risk reduction or disaster management</li> <li>Good interpersonal skill (ability to engage well with supervisor and colleagues)</li> <li>Time management</li> <li>Effective Communication</li> </ul>

	<ul style="list-style-type: none"> <li>• Microsoft office- word &amp; excel, power point</li> <li>• Internet &amp; email</li> <li>• Typing in both Khmer and English</li> <li>• Training and capacity building within the development sector - NGOs, CSOs, Communities and Networks</li> </ul>
Desirable Knowledge, Experience and Skills	<ul style="list-style-type: none"> <li>• Degree or experience in business development, business management and entrepreneurship is a plus</li> <li>• Understanding of human rights-based programming</li> <li>• Accuracy, attention to details, initiative and ability to manage multiple tasks</li> <li>• Management and Leadership experience</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• High responsible on duties</li> <li>• Commit to the deadline</li> <li>• Willing to take more responsibilities</li> <li>• Honest, integrity &amp; trustworthy</li> <li>• Good team player and able to work under pressure</li> </ul>

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.

It is part of every staff member's responsibility to contribute to AAI's mission and comply to AAI's code of conduct, values and principle, which are: *Mutual respect, Equity and justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility*

Prepared by: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Line manager

Reviewed by: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Head of HROD

Approved by: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Country Director

Accepted by: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Name of staff