



ACTIONAID CAMBODIA (AAC) Job Description and Person Specification

Job Title:	Climate Change & Resilient Livelihood Specialist (CCRLS)		
Department:	Programme & Business Development	Unit	Climate Change & Resilient Livelihood
Grade:	E	Contract Type	Regular
Location:	Phnom Penh with extensive travel to the field		
Reports to:	Programme & Business Development		
Direct Reports:	Project Staff		
Job Role			
Role Overview:	<p>The Climate Change & Resilient Livelihood Specialist is responsible for leading the design, coordination, and implementation of AAC’s programme and projects linked to AAC’s programme priority on Resilience Building including Disaster Risk Reduction (DRR), Climate Change (CC), and resilient livelihoods. The CCRLS work in close collaboration with programme teams, consortium partners, and relevant stakeholders. The role ensures alignment with organizational standards and donor compliance requirements, contributing to the integration of resilience building and DRR/CC approaches within ActionAid Cambodia’s Local Rights Programme (LRP) and strategic priorities.</p> <p>This position will provide technical leadership and manage thematic programme and project delivery, including emergency response interventions, fostering strategic partnerships with government agencies, civil society organizations, and communities. It will ensure effective coordination, high-quality documentation, and achievement of results across project areas. The role will also represent ActionAid Cambodia in national and international forums, enhancing visibility and advocacy on climate justice and resilient livelihoods.</p>		
Accountabilities			
Areas of Responsibilities	Key Activities		
Strategy and Framework development	<ul style="list-style-type: none">• Strengthen the capacity of networks, CSOs, women, and youth to lead evidence-based advocacy on climate resilience, disaster risk reduction, agroecology, and sustainable livelihoods at local, national, and global levels.• Oversee adherence to institutional and high value/philantrophy donor guidelines, MoUs, and cooperation agreements, ensuring proper documentation and compliance with SHEA, safeguarding, and safety policies at all levels.• Promote agroecology practices and facilitate market access for farmers, especially women, enhancing income generation and alternative livelihoods.• Foster regional and international collaborations to influence policy and strengthen disaster risk reduction and climate change adaptation efforts.• Strengthen the role of universities in climate research and technology		

	<p>development and build international partnerships to influence policy for sustainable livelihoods.</p> <ul style="list-style-type: none"> • Empower women and youth in leadership roles, fostering their participation in disaster preparedness and resilient livelihood strategies, aligning with ActionAid's climate justice initiatives.
Project Management	<ul style="list-style-type: none"> • Provide overall leadership and coordination for the planning, implementation, monitoring, and evaluation of climate change and resilient livelihood initiatives, ensuring alignment with AAC's goals and donor requirements. • Ensure that all implementing partners have clear plans, capacities, and resources to deliver targeted outcomes within agreed timelines and quality standards. • Oversee contract management, ensuring adherence to donor guidelines, AA policies, and legal obligations, including finance, procurement, visibility, and safeguarding requirements. • Facilitate coordination among internal teams and external partners to ensure coherent and efficient project delivery at all levels. • Lead operational planning, risk management, and reflection processes to enhance program effectiveness through regular reviews, learning sessions, and knowledge documentation. • Ensure timely and accurate preparation of narrative and financial reports, coordinate donor communications, and facilitate audits and field visits. • Work with the finance team and partners to monitor finances regularly, ensuring alignment with approved budgets and timely fund disbursement. • Ensure effective information management and documentation, ensuring transparency and accountability in all project processes and engagements. • Ensure full compliance with ActionAid's Code of Conduct, SHEA, Safeguarding policies, and health and safety measures in all project processes.
Climate Change & Resilient Livelihood Programme & AAC Interventions	<ul style="list-style-type: none"> • Lead initiatives to integrate climate change adaptation and disaster risk reduction strategies, building community resilience to climate impacts. • Act as the primary contact for AAC on all emergency response matters, ensuring alignment with donor compliance and organizational standards. • Facilitate capacity-building for stakeholders to enhance preparedness and adaptive capacity in climate-vulnerable areas. • Develop and promote resilient livelihood models, focusing on climate-smart agriculture and access to resources for women, youth, and marginalized communities. • Advocate for sustainable livelihood practices and support communities in adopting agroecology and resource access strategies. • Engage with stakeholders to influence policies on climate justice, natural resource management, and agroecology, ensuring gender-responsive and inclusive development. • Strengthen accountability mechanisms for state and private actors in implementing climate and natural resource policies.

Budget and Monitoring	<ul style="list-style-type: none"> • Ensure overall financial control and sound management of project budgets, including monitoring expenditure and financial performance across ActionAid Cambodia and consortium partners. • Oversee adherence to all contractual and donor-specific financial requirements, including general conditions, procurement, and visibility guidelines. • Facilitate external financial audits in accordance with agreed Terms of Reference and ensure timely follow-up on audit recommendations. • Work closely with ActionAid Cambodia's Finance team, implementing partners, consortium members, and where applicable, ActionAid UK and donors, to ensure timely fund disbursement, accurate reporting, and regular financial review meetings.
Representation, Advocacy and Networking	<ul style="list-style-type: none"> • Facilitate regular coordination meetings with the DRR/CC team and across departments to promote cross-organisational learning, collaboration, and effective project management. • Represent ActionAid Cambodia and the consortium in strategic forums including government agencies, the Joint Action Group (JAG), Humanitarian Response Forum (HRF), and international humanitarian platforms to build alliances and influence DRR/CC policies and practices. • Oversee project-related communications and visibility efforts across AAC platforms (website, social media), ActionAid federation channels, and external media, in coordination with campaign, fundraising, and communications teams. • Develop and maintain effective partnerships with consortium members, government ministries (e.g. NCDM, MoE, MAFF), donors, and LRP partners to align efforts, share learning, and ensure policy engagement and project alignment with national frameworks. • Provide evidence-based input and case stories from project implementation to advocacy initiatives, contributing regularly to JAG and HRF efforts while promoting AAC's Resilient livelihood, DRR/CC profile nationally and sub-nationally.
Capacity building & Technical Support	<ul style="list-style-type: none"> • Assess technical and project management capacities of LRPs, implementing partners, and AAC teams, identifying gaps and coordinating tailored capacity-building actions with the Programme & Business Development Lead. • Lead the integration of Resilient Livelihood, DRR, CCA, and sustainable water management into AAC's core programmes, focusing on climate-resilient agriculture, natural resource management, and education. • Facilitate reflection sessions and shared learning platforms to capture lessons learned on resilience and livelihood outcomes, and ensure the alignment of M&E systems across DRR/CCA initiatives. • Assist in developing concept notes and proposals for DRR, CCA, and emergency response in alignment with AAC's strategic goals and CSP priorities. • Ensure preparedness of community organizations, partner organizations, and local governments for effective humanitarian response, strengthening resilience and promoting sustainable livelihoods.

Business Development	<ul style="list-style-type: none"> Identify funding gaps related to climate resilience and disaster risk reduction (DRR), and lead efforts to mobilize resources. Collaborate with the Business Development Unit to develop concept notes and proposals on climate adaptation, resilient livelihoods, and sustainable development. Maintain communication with donors and ActionAid International, providing updates on progress, showcasing impact, and facilitating field visits to strengthen engagement and support for climate resilience and livelihoods. Integrate climate change adaptation (CCA), resilient livelihoods, and DRR into AAC's core programs, driving community resilience through climate-smart agriculture, natural resource management, and disaster preparedness initiatives.
Other	<ul style="list-style-type: none"> Consistently uphold and comply with ActionAid's Code of Conduct, including policies on Sexual Harassment, Exploitation, and Abuse (SHEA), Safeguarding, and Child Safeguarding, both during and outside of working hours, along with all other approved organizational policies and procedures. Perform other tasks as requested by the line manager and/or SMT/CD.
Key Relationships to reach solutions	
<i>Internal (to ActionAid or team)</i>	<i>External</i>
Partners and LRPs	High Value and Institutional Donors
SMT	Relevant Government Ministry Officials; NGO stakeholders
Communication team	Community Networks and Groups
Finance and Business Development Unit	On project contract compliance issues will work closely with the AA UK, AA Australia, UN Women, and SDC etc
Programme Quality team, Project Team	Consortium
Person Specification	
Education & Experience	<ul style="list-style-type: none"> Master's Degree in Disaster Risk Reduction/Resilient Livelihood or related academic degree, preferably master's degree in development, management and Social Science with at least 7 years of relevant experience in the related field
Essential Knowledge and Skills	<ul style="list-style-type: none"> Extensive experience managing a consortium or complex projects, including multiple stakeholders and under tight deadlines. Experience managing institutional and high value donors European funded projects including an excellent understanding of their guidelines/standards Technical Knowledge on Disaster Management, Climate Change, Natural Resource Management and other related fields Strong project and stakeholder management skills Experience in financial management and budgeting Demonstrated skills in partnership development and networking with government, civil society and other stakeholders.
Desirable, Experience, Knowledge and Skills	<ul style="list-style-type: none"> Technical Knowledge on Resilient Livelihood, Disaster Risk Reduction and Effective Emergency Preparedness would be an advantage. Team building and coordination experience Excellent in coordination, facilitation, and communication skills

	<ul style="list-style-type: none"> • Result oriented person; ability to manage multiple tasks, work under pressure and meeting of deadlines • Excellent interpersonal communication/negotiation skills
Personal Qualities	<ul style="list-style-type: none"> • Demonstrates a strong understanding of and commitment to ActionAid's core values: Mutual respect; Equity and justice; Honesty and transparency; Solidarity with the poor and marginalized; Courage of conviction; Independence and humility • Gender-sensitive and committed to promoting equality and inclusion in all aspects of work. • Effective team player with the ability to foster collaboration and build strong team dynamics. • Self-motivated and decisive, with a proactive attitude, high level of integrity, and strong ethical standards.

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 AA Cambodia's mission and comply to AA Cambodia's values, which are: *Mutual respect, Equity and justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility* and AA Cambodia Code of Conduct.

Prepared by:

Line manager

Signature

Date:

Reviewed by:

People Finance & Operation Lead

Signature

Date:

Approved by:

Country Director

Signature

Date:

Accepted by:

Name of staff

Signature

Date: