



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

Job Title:	<b>Team Leader DRR/CC</b>		
Directorate:	Programmes	Unit	DRR/CC
Grade:	F	Contract Type	Fixed Term, with initial two years contract-renewable
Location:	Phnom Penh with extensive travel to the field		
Reports to:	Head of Programmes		
Direct Reports:	Senior Project Officers DRR/CC		
<b>Job Role</b>			
Role Overview:	<p>In close cooperation with consortium partners, DRR/CC team and relevant departments, the DRR/CC Team Leader shall ensure that the projects funded by institutional and high value donors are implemented according to the approved proposals and in accordance with the rules and regulations of those donor compliance criteria. The Team Leader (TL) is responsible for leading and managing the team to ensure quality project management and implementation, leading emergency response activity, and integrating DRR/CC into AAC's Local Right Programme in close cooperation with cross programme and programme quality departments.</p> <p>The role will facilitate close and effective coordination and collaboration between partners and relevant stakeholders (both government and non-government agencies), ensure high quality documentation of the project activities and ensure that project result areas are achieved.</p> <p>The position will represent ActionAid Cambodia in liaison with donors, stakeholders and government partners as well as in external meetings, workshops, and relevant working groups nationally and internationally.</p> <p>The position holder fully adheres to and comply with ActionAid Code of Conduct and SHEA and Safeguarding policies both on-duty and off-duty.</p>		
<b>Accountabilities</b>			
Key Accountabilities Areas of Responsibilities	Key Activities		
<b>Project Cycle Management/Project Implementation</b>	<ul style="list-style-type: none"> <li>• Ensure that administrative procedures according to institutional and high value donor guidelines, MoUs and cooperation agreements are followed and properly documented.</li> <li>• Provide overall project management to ensure quality and effective project implementation</li> <li>• Oversee project results and expenditure tracking with</li> </ul>		

	<p>responsible project-based teams, Program Quality and Finance departments</p> <ul style="list-style-type: none"> <li>• Provide overall support and facilitate financial audit, project audit and donor field visits</li> <li>• Follow up and take actions on agreed in Consortium Implementation team and Project Accountability Team meetings</li> <li>• Support team members and partners to develop TOR to undertake research or documentation and in the conduct and analysis of the findings/report, for policy advocacy work</li> <li>• Lead and consolidate and prepare interim and final narrative report (coordinate with AAI if necessary) for donors</li> <li>• Participate meetings with IHART and coordinate with relevant departments to ensure that IHART requirements are met</li> <li>• Coordinate and facilitate monthly meetings with DRR/CC Team and Consortium Partners on program management issues, to enable a cross organisational culture of effective learning and sharing including submitting progress reports and updates</li> <li>• Monitor projects activities and selected field visits to validate the progress reports, identify problems and issues to address during Consortium Management Team, DRR/CC and Program meetings and make recommendations for improvement and flag donors' requirements compliances and technical aspects to team and Head of Program and Country Director</li> <li>• Provide technical support to project local implementing partners and LRP partners</li> <li>• Include and embedding SHEA and safeguarding in the project implementation cycle as well as supporting in its compliance and implementation at partner and beneficiary community level.</li> <li>• Ensure SHEA and safeguarding policy and security and safety policy compliance in all projects at partners and programme beneficiary levels.</li> </ul>
<p><b>Emergency Response</b></p>	<ul style="list-style-type: none"> <li>• Be focal contact person for AAC on emergency response</li> <li>• Manage Emergency Response Team and ensure the effective emergency response projects implementation and donors compliances</li> <li>• Be focal point to develop AAC capacity in emergency response, including building staff and LRP partners' capacity on emergency response</li> <li>• Undertake analysis of the policies and procedures of the International Humanitarian Action and Resilience Team, resilience programme of ActionAid and related guidelines to respond to emergencies</li> <li>• Provide support and strategic guidance to DRR/CC team, and partners on DRR, CC and emergency response as necessary to enable and ensure the linkages from local to national levels and to international level</li> <li>• Ensure full compliance to SHEA and Safeguarding policy requirement in all emergency and humanitarian response</li> </ul>

<p><b>Budget and Finance</b></p>	<ul style="list-style-type: none"> <li>• Budget control and financial management of the entire project:</li> <li>• Oversee to ensure that contractual obligations related to all High Value and Institutional donors are followed; that the guidelines are adhered to, including general terms and conditions, visibility guidelines and procurement guidelines</li> <li>• Facilitate external finance audit tasks as stated in the audit terms of reference</li> <li>• Work with the ActionAid Cambodia Finance Officer Representative and Head of Finance , conduct regular budget and finance meetings with local implementing partners and consortium partners to ensure that spending are according to budgets.</li> <li>• Work with ActionAid UK's Finance department (if necessary), Donors and ActionAid Cambodia's Finance Representative and Head of Finance to ensure that all fund instalments due to ActionAid Cambodia and consortium partners are transferred in a timely manner.</li> </ul>
<p><b>Communication and coordination</b></p>	<ul style="list-style-type: none"> <li>• Coordinate and facilitate monthly meetings with the DRR/CC team on project management issues and participate in monthly department meetings to enable a cross organizational culture of effective learning and sharing</li> <li>• Represent AAC the consortium in meetings with Government agencies and external stakeholders</li> <li>• Ensure high quality of communication between and among the AAC and consortium partners</li> <li>• Ensure good visibility throughout the project implementation in all institutional and high value donors to ensure visibility on AAC website, AAC facebook page, ActionAid UK and ActionAid International's websites and relevant media etc.</li> <li>• Provide regular contributions to the JAG and HRF advocacy work and share achievements based on learning generated through the project implementation</li> <li>• Establish and maintain mutually beneficial relationships between consortium partners and AAC, government stakeholders and AAC, donors and AAC. Represent ActionAid Cambodia in meetings with Project Accountability/ Management Team, Joint Action Group in DRR, Humanitarian Response Forum, Government agencies and external stakeholders</li> <li>• Represent AAC in International Platform on Humanitarian Response as assigned</li> <li>• Ensure high quality of communication between and among LRP programme partners</li> <li>• Develop case studies, relevant write-ups and other communication material relating to the action that can be used for visibility improvement</li> <li>• Oversee the coordination of the DRR/CC with the campaigns team and fundraising and communications team to ensure effective and impactful external communications relating to their areas of work</li> </ul>

	<ul style="list-style-type: none"> <li>• Promote ActionAid profile on DRR/CC at national and sub-national level</li> <li>• Develop a comprehensive understanding of the institutional framework relating to DRR/CC and develop relationships with relevant key government ministries/departments/sections, including National Committee for Disaster Management, Ministry of Agriculture Fishery and Forestry, Ministry of Education, Ministry of Environment, etc. to understand the policies and plans and to be able to seek advice and promote to enact disaster management act for the country</li> </ul>
<b>Capacity building</b>	<ul style="list-style-type: none"> <li>• Assess LRP and implementing partners' technical and project management capacity and take actions to build those capacity gaps with the support from Head of Programme</li> <li>• Assess programme and AAC technical capacity report to Head of Programme for actions</li> <li>• Be focal point to build organizational capacity on gender mainstreaming, Humanitarian Accountability Program Standards, emergency response related standards and protocols.</li> </ul>
<b>Joint Interaction and Learning</b>	<ul style="list-style-type: none"> <li>• Lead in mainstreaming DRR/CCA and water management into AAC's core programme, including climate resilient and sustainable agriculture, education, and natural resource management</li> <li>• Facilitate shared learning among programme teams, project teams, project partners and other relevant stakeholders.</li> <li>• Facilitate shared learning among and other relevant stakeholders.</li> <li>• Facilitate the project's reflection to generate lessons learned around the result areas</li> <li>• Coordinate with the project partners to ensure M&amp;E system of all project members is consistent to measure the indicators of the logframe</li> <li>• Support Programme Officer and/partners to develop concept note/proposal in relation to DRR&amp;CC and emergency response.</li> </ul>
<b>Team Management</b>	<ul style="list-style-type: none"> <li>• Provide mentor and coaching to staff on a day to day basis</li> <li>• Manage and coordinate the DRR/CC function by ensuring that correct, full transparency and accountability, administrative and operational procedures are followed</li> <li>• Ensure individual team members are clear about the team's and individual objectives</li> <li>• Manage staff performance and provide regular feedback to staff, including interns and volunteers (if applicable) on their performance;</li> <li>• Conduct and document staff semester and annual performance reviews as per the ActionAid Cambodia guidelines;</li> <li>• Manage the DRR/CC monthly and/quarter management dash board/operational plan in line with team's annual operational plan;</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure all procurement is in accordance with ActionAid and donor guidelines;</li> <li>• Manage basic HR requirements in accordance with ActionAid Cambodia HROD policies;</li> <li>• Identify training needs of staff including interns (if any), and assist to create individual development plans to contribute to the overall success of the programme, policy and campaign works; ensure staff access to orientation and awareness of various policies including but not limited to SHEA and Safeguarding policies, Code of Conducts.</li> <li>• Promote AAC core value and feminist principles among team and across implementing partners</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Other responsibilities as requested by the Head of Programmes and the Country Director</li> </ul>
<b>Key Relationships to reach solutions</b>	
<b><i>Internal (to ActionAid or team)</i></b>	<b><i>External</i></b>
Partners and LRPs	High Value and Institutional Donors
Finance and Fundraising and Communications Teams	Relevant Government Ministry Officials; NGO stakeholders
Communication team	Community Networks and Groups
Campaign Team	On project contract compliance issues will work closely with the AA UK, AA Australia, UN Women, and SDC etc
Programme quality team	Consortium
<b>Person Specification</b>	
Education & Certifications	<ul style="list-style-type: none"> <li>▪ Relevant academic degree, preferably master's degree in development, management, and Social Science</li> </ul>
Essential Experience Knowledge and Skills	<ul style="list-style-type: none"> <li>▪ At least 7 years of experience in development and campaign work in Cambodia</li> <li>▪ Extensive experience managing a consortium or complex projects, including multiple stakeholders and under tight deadlines.</li> <li>▪ Experience managing institutional and high value donors European funded projects including an excellent understanding of their guidelines/ standards</li> <li>▪ Technical Knowledge on Disaster Management, Climate Change, Natural Resource Management and other related fields</li> <li>• Strong project and stakeholder management skills</li> <li>• Experience in financial management and budgeting</li> <li>• Demonstrated skills in partnership development and networking with government, civil society and other stakeholders</li> </ul>
Desirable, Experience, Knowledge and Skills	<ul style="list-style-type: none"> <li>• Technical Knowledge on Disaster Risk Reduction and Effective Emergency Preparedness would be an advantage.</li> <li>• Team building and coordination experience</li> <li>• Excellent in coordination, facilitation, and communication skills</li> <li>• Result oriented person; ability to manage multiple tasks, work under pressure and meeting of deadlines</li> <li>• Excellent interpersonal communication/negotiation skills</li> </ul>

Personal Qualities	<ul style="list-style-type: none"> <li>• Passion to share, proactive, and responsive</li> <li>• Result-oriented person with sense of ownership and flexibility</li> <li>• Gender sensitive</li> <li>• Be able to network effectively inside and outside of AAC</li> <li>• Be creative and innovative</li> <li>• HIV/AIDS and people with disability sensitive</li> <li>• Take sides with the poor</li> <li>• Meet deadlines with minimum supervision</li> <li>• Ability to think and work beyond the role and advance its own field of work</li> <li>• A committed, mature and decisive self starter with high level of integrity, detail focus</li> </ul>
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**Conditions of Employment:**

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:

Signature

Date:

Head of HROD

Approved by:

Signature

Date:

Country Director

Accepted by:

Signature

Date:

Name of staff