

JOB DESCRIPTION
AGRICULTURAL POLICY MONITORING PROJECT COORDINATOR

Job Title: Agricultural Policy Monitoring Project Coordinator

Grade: 3

Main Purpose of the Job:

Overall responsibility of the Agricultural Policy Monitoring Project Coordinator is to facilitate the activities of and work with the network and/or sector group/NGOs in order to achieve the activities, outputs and objectives of the project action plan in close collaboration with Environmental Program Manager. The project coordinator ensures smooth functions of the Network for Development of Safety and Food Security in Cambodia (NDFCS) and accountable to budget spending follow to the mandate of NGO Forum, in close cooperation with Core program and other programs.

Reports to: Environmental Program Manager

Main Objectives:

- Maintain project network and ensure effective and efficient project action plan implementation
- Fulfil all Project Cycle Management (PCM) responsibilities on time, efficiently and to the right standard.
- Provide timely support to Program Manager, Deputy Executive Director and Executive Director on technical and representational issues related to project.

The Agricultural Policy Monitoring Project Coordinator shall carry out the duties of the position in compliance with the NGO Forum's policy documents; including the Personnel Policy and Regulations, the Financial Procedures Manual, Media policy and the Anti-Corruption and Conflict of Interest Policy.

This job description should be read in conjunction with the current Action Plan.

A. MAIN RESPONSIBILITIES AND TASKS:

1. Network Management

- 1.1 Identify appropriate NGOs and invite their involvement, build agreement on responsibilities of network members, and encourage the initiative and leadership of member of the network.
- 1.2 Search for and read relevant background materials. Consider the implications of background materials for the network's advocacy, and distribute relevant information to network members.
- 1.3 Collect articles and information for NGO Forum publications.
- 1.4 Collect information from network members, organise the information, carry out further investigation, and help to build advocacy strategies based on the information collected.

2. Project Cycle Management

- 2.1 Develop **Plan and budget** of the Project following the mandate of NGO Forum, for Environment Programme Action Plan and bi-annual updates update network members to be integrated into overall NGOF reports.
- 2.2 Coordinate **implementation** of the project activities in the action plan as followings:
 - Facilitation of meetings, workshops and training: Prepare agendas, organize speakers, invite participants, prepare background materials, facilitate discussions, organize minute taking, distribute outputs, and facilitate follow-up.
 - Government and donor liaison: Liaise with technical-level officials from the government and from donor organizations assisting the government with regard to the project's advocacy agenda, in close consultation with the Program Manager.

- 2.3 Monitor the projects' events or activities based on log-frame and budget. Use this to improve plans and budgets at regular intervals.
- 2.4 Report activities and events of the project and project related. Produce project reports for programme reports for NGO Forum such as the monthly report, the quarterly reports, 6-month reports, and the annual report. Specify any significant in – year and end of year reports here.
- 2.5 Evaluation of the project. Routine evaluate the project's action plan and activities and report against indicators. This will require regular quality assurance of systems in place for data collection. Use monitoring and evaluation for plans and budgets.
- 2.6 Quality **Management of the Project to ensure:**
 - Projects produce quality outputs for advocacy
 - Relevant stakeholder involvement and information dissemination, i.e. members, government, donors.
- 2.7 Under the supervision of Program Manager, the Project Officer has to ensure the gender mainstreaming in the PCM.

3. FINANCIAL RESPONSIBILITIES AND DUTIES

- 3.1 Financial management: Prepare and submit requests for advancing or disbursing funds for approval by the Program Manager, in accordance with NGO Forum financial regulations and with proper regard for the efficient and responsible use of donor funds. Liaise with network members who use funds provided by the NGO Forum, and ensure that they understand and follow the required financial procedures.
- 3.2 Project budget monitoring must be done on a monthly basis. When necessary, budgets must be reviewed and amended every three months and new budgets need to be reviewed by the Program Manager and the Deputy Executive Director. Reviewed budgets need to be approved by the Executive Director and the Management Committee

4. REPRESENTATION

The Project Coordinator has several representational responsibilities and tasks, among others:

- 4.1 Liaising with network members as necessary;
- 4.2 Liaising with government and donors, especially those participating in the Technical Working Groups.
- 4.3 Representing NGO Forum and members at external events (in line with NGO Forum Media Policy);
- 4.4 Responding to media (in line with NGO Forum Media Policy);
- 4.5 Draft correspondence on issues concerning project advocacy agenda to government, donors and members;
- 4.6 Preparing briefing, taking notes or speeches on important development within the project agenda for Program Manager, (Deputy) Executive Director.

5. TEAM WORK

- 5.1 Participate in regular program team meetings, NGO Forum staff meetings, trainings and retreats.
- 5.2 Assist other staff within the program team, as requested by the Program Manager.
- 5.3 Take on additional duties in the absence of other staff, as requested.

6. GENDER MEAINSTEAMING

- 6.1 Include gender as one of the agenda items to be discussed and share informally or formally.
- 6.2 Assist to monitor, recommendations and suggestions of gender mainstreaming within NGOF activities.

7. OTHER DUTIES

- Assist Program Manager and Executive Director on the other tasks as required.
- Covering other project officer's tasks during peak times or absences following requested by Program Manager;
- Participate in regular meetings of the Program Team, NGO Forum staff meeting, training, retreat and etc.

B. QUALIFICATIONS and EXPERIENCE

- Bachelor degree in related fields such as Agriculture, Rural Development, Policy Development, Master degree is preferable;
- Minimum three years work experience in agricultural policy monitoring and development;
- Strong in Project Cycle Management and budgeting;
- Demonstrated experience in advocacy based approach to policy monitoring, dialogue, and debate;
- Demonstrated ability to develop and maintain professional network with CSOs and RGC;
- Ability to work in team and time pressure;
- Gender sensitivity is an asset;
- Excellent oral and written communication skill both Khmer and English;
- Experience in the usage of computers and office software packages.

C. COMPETENCES REQUIRED

- Excellent analytical, communication and inter-personal skills
- Proven ability to work in team and to work under pressure and deliver outputs in a timely manner
- Commitment to successful advocacy
- Building and maintaining a professional network
- Gender awareness

Date Assigned to this Position: _____ Date of Next Appraisal: _____

Measures of performance: Tasks as described in the Job Description above in conjunction with the Program's current Action Plan.

Name: _____ Signature _____ Date _____
(Staff Member)