



**Job Title** : Network Coordinator  
**Grade** : 6  
**Reporting Relationship** : Directly report to Environment and Agriculture Program Manager  
 No line to be supervised  
**Location** : Phnom Penh  
**Network Secretariat** : The NGOs Environment and Climate Change Alliance (NECA)

**Job Purpose** : In liaison with program manager, the incumbent oversees the network cycle management to achieve network’s objective. The incumbent also coordinates the network and/or relevant stakeholders through policy dialogue, debate, and advocacy with and for poor and vulnerable people in Cambodia. The incumbent represents the network and work as a team to ensure the smooth functions of the network, accountability to budget expenditures, and adhere to the policies and procedures of the NGO Forum on Cambodia.

This job description should be read in conjunction with the current action plan.

**Job Responsibilities:**

**Network Design**

- Working with the program manager to produce network six-year strategic plan, three-year action plan, annual operational plan, and proposal development. Network coordinator will provide technical knowledge and inputs to program manager, who lead for proposal development.
- Coordinate network members to develop the network action plan with advice from direct supervisor to meet the goal of the program

**Implementation**

- Ensure the network action plan is implemented effectively and efficiency in timely manner
- Liaise with other NGOF’s networks/programs, government, development partners and NGOs/CSOs regard to network’s agenda
- Coordinate network members to provide inputs to public policies and monitor the implementation of those policies for the benefit of the poor and vulnerable people

**Reporting**

- Produce quality network report such as monthly, semi-annual, and annual report and other as required
- Produce investigation report, field report, and other as required

**Monitoring**

- Continuously monitor network activities based on log-frame and budge plan and adjust/review it based on the monitoring results
- Case investigation and reporting for further action according to network action plan

## **Network Management and Coordination**

- Identify and engage appropriate NGOs as network member for stronger advocacy voice
- Coordinate existing network members in effective and efficient manner
- Coordinate and review to have an acceptable network ToR to ensure full participation, ownership, leadership and consensus building for the benefit of network
- Being the secretariat and ensure the smooth implementation and operation of the network ToR through steering committee mechanism,
- Coordinate to have the effective advocacy strategies for dialogue, debate, and advocacy with the duty-bearers for the benefit of the poor people

## **Representation and Communications:**

- Represent NGO network member/NGOF in technical working group and other meetings as assigned
- Draft speeches and send to direct supervisor
- Provide relevant documents to Media and Communication Coordinator to promote the network (activities and achievement)
- Responding to medias based on the interest of NGOF forum, members, and network upon assigned by executive management with consultation with direct supervisor
- Draft correspondence to direct supervisor

## **Financial Management**

- Responsible to implement network activities based on approved network's budget
- Expenditure: prepare and submit request for advance, disburse, and justify to management accordance to the policy and procedure with support from program assistant.
- Prepare network cooperative agreement and monitor the implementation accordance to the policy and procedure
- Oversight the network budget monitoring and budget review

## **Pro-Poor Policy Development, Monitoring and Analysis**

- Analysis of on related pro-poor policies
- Coordinating network members to provide inputs to pro-poor policy development
- Monitoring the implementation of project-related policy for the benefit of the poor and vulnerable people

## **Common responsibilities of the NGO Forum on Cambodia**

- Any other related duties as assigned by supervisor
- Demonstrate an ongoing commitment to gender equality, equity, and diversity for NGOF's activities
- Comply with all relevant NGO Forum on Cambodia policies and standard procedures
- Strongly promote team work environment by contributing ideas, listening to others and willingly taking on tasks that fall outside this job description, but related scope of work as directed by supervisor with the appropriate delegation
- Work constructively with colleagues in other programs and team to achieve the organizational mission
- Attend NGOF meetings and events, but does not limited to staff meeting, learning and sharing, staff retreat, program reflection, recruitment and selection, performance appraisal and feedback, etc.

**Qualifications**

**Education**

- Bachelor degree in development study, environmental science, or related subject
- Professional qualification and in-depth knowledge in climate change adaptation and mitigation are desirable

**Experiences**

- Minimum three years professional work experience with NGOs and Donors Partners
- Demonstrate experience in project cycle management
- Demonstrate experience in dialogue, debate, and advocacy for pro-poor policy development and monitoring of implementation
- Demonstrate experience in facilitate and coordinate network members and CSOs in consultation with the government officials and development partners
- Experience of working in team

**Skill**

- Proven ability to manage, delegate, and transfer skill and knowledge to colleagues
- Strong experience in the usage of computers and office software packages.
- Excellent oral and written communication skills in both Khmer and English

**Competencies:**

- Demonstrated commitment to NGOF’s vision, mission, and values
- Creativity/Initiative
- Commitment
- Communication
- Professionalism
- Team work
- Gender and diversity

**Acknowledgement:**

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.

Signature: \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
(Staff Member)

Signature: \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
(Supervisor)

Signature: \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
(Human Resource)

Signature: \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
(Next Line Supervisor)