

# Job Announcement

The objective of Handicap International Belgium (HIB) is to help people with disabilities to regain their independence, dignity and rights. Our vision is of a world in which all forms of disabilities can be prevented, cared for or integrated, and in which the rights of people with disabilities are respected and applied.

HIB is currently seeking a qualified and motivated candidate to fulfil a position of

## **Support to Government Coordinator Road Safety Program**

Based in Phnom Penh and occasional travel to provinces

The main **objective** of the post is to provide technical support to the National Road Safety Committee (NRSC), its General Secretariat and Provincial Road Safety Committees (PRSC) in coordinating/implementing the national road safety action plan (NRSAP)

### **Main Tasks/Responsibilities:**

1. Provide technical support to the NRSC and PRSC to:
  - Regularly update and monitor the implementation of the NRSAP:
  - Strengthen the institutional capacity of the General Secretariat of NRSC especially in project management, action plan development, fundraising and coordination
  - Work with the data system team (coordinator and project manager) in HIB to ensure the smooth handover of the system to GSNRSC
  - Advise selected provincial and municipal road safety committees
2. Work with the program manager to formulate and update program strategy, concept papers, proposals and reports, following the guidelines of the different donors
3. Liaise between the government departments and RS projects to ensure the relationship, diplomacy, and exchanges of relevant information, which contribute to maximizing the project cooperation
4. Coordinate and supervise the project team (project manager and officer) in the strategic direction and implementation of the projects by providing them with support and information

### **Required Competencies :**

1. Relevant university/master degree
2. At least 5 years working experience in development projects
3. Very good experience in facilitating, delivering trainings and developing training manuals
4. Strong knowledge in institutional strengthening, particularly in project management, action plan development, coordination, proposal development, monitoring
5. Experience in working with government counterparts and excellent communication and diplomacy skills, knowledge of protocol in relation with the government
6. Strong leadership, supervisory and people management experience and skills
7. Excellent written and spoken communication skills in Khmer and English
8. Knowledge of Road Safety is an asset.

Interested persons should send a cover letter and his/her updated professional resume (CV) to Human Resource department via email address: [recruitment@hib-cambodia.org](mailto:recruitment@hib-cambodia.org) with clearly marked of the position being applied for.

**Closing Applications: 12<sup>th</sup> February 2012, till 5:30 pm**

Only short listed applicants will be contacted and advised of writing test or interview.

For further information call +(855) 23 217 298 / 217 300 or

View at website [www.bongthom.com](http://www.bongthom.com) for detailed job description

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*Handicap International Belgium is an equal opportunity employer. Women and people with disabilities are strongly encouraged to apply.*

## JOB DESCRIPTION

Updated : 01/Jan/2011

<b>Department/Program</b> : Road Safety	<b>Working Base</b> : Phnom Penh with occasional travel to provincial sites.
<b>Job Title</b> : Support to Government (SG) Coordinator	<b>Report to</b> : RS Program Manager
<b>Objective:</b> <ul style="list-style-type: none"><li>- To provide technical support to the National Road Safety Committee (NRSC), its General Secretariat and Provincial Road Safety Committees (PRSC) in implementing the national road safety action plan</li><li>- To support the Ministry of Interior (Mol) in enforcing the traffic law</li><li>- To provide strategic support to the RS programme</li></ul>	

### Main Tasks/Responsibilities

The SG coordinator is expected to be a key actor in all phases of the overall RS program management process (conception, fundraising, implementation, monitoring, evaluation), with direct responsibility for supporting the Government counterparts : the NRSC, its General Secretariat, PRSC and the Mol in implementing the national road safety action plan and enforcing the traffic law. S/he will also play an important role to liaise the relationship between HIB and the government counterparts to maximize the project cooperation.

Based on relevant assessment/needs, s/he can become a focal point of the HIB-RS program in Cambodia during the absence of the program manager.

#### General Program Tasks:

1. Work with the program manager and other 2 coordinators to formulate and update program strategy, concept papers, proposals and reports, following the guidelines of the different donors (Belgian Cooperation, European Union, WHO,...)
2. Liaise between the government departments and RS projects to ensure the relationship, diplomacy, and exchanges of relevant information, which contribute to maximizing the project cooperation
3. Work with program manager to define the optimal human resources in the Support to Government component and manage the team, as well as identify training opportunities for staff
4. Provide support to the program manager in preparing monthly program budget, bi-monthly program reports (for Mekong Express) and organizing team event (such as team annual meeting, monthly meeting,...)
5. Contribute to the program transversal activities: lobby/advocacy, knowledge management and media relation
6. Attend the department weekly meeting, the HIB monthly coordination meetings, annual planning meetings, regional road safety meetings and any other meetings as required;
7. Progressively become a resource person for road safety in Cambodia
8. Participate in the development of a regional road safety approach, in collaboration with the relevant program managers and HIB colleagues in Lao and Vietnam., and global headquarters
9. Assume representational tasks explicitly delegated to her/him by the program manager.

#### Technical tasks

1. Coordinate and supervise the project team (project manager and officer) in:
  - the strategic direction and implementation of the projects by providing them with support and information;
  - monitoring progress of activities in the Support to Government component according to the budgets, logical framework, annual and quarterly work plans
  - developing project recommendations, based on the results of the monitoring/evaluation, with the program manager and other coordinators
  - developing constructive relationships with partners, specifically NRSC, PRSC and Mol
  - managing the human, material and financial resources of the projects;
2. Provide technical support to the NRSC and PRSC to:
  - Regularly update and monitor the implementation of the National Road Safety Action Plan (NRSAP):

- Strengthen the institutional capacity (GSNRSC) especially in the project management, action plan development, and coordination)
  - Work with the RCVIS team (coordinator and project manager) in HIB to ensure the smooth handover of the system to NRSC
  - Advise selected provincial and municipal road safety committees
3. Support the Mol in the implementation of the new land traffic law and the related regulations particularly on helmet, drink driving and speeding
    - Conduct training need assessment among Mol staff in term of law enforcement implementation
    - Liaise the communication between international experts and the ministry staff and support the organization of necessary trainings to fill up the capacity gaps identified in the training need assessment
  4. Ensure the regular updates of the road safety website
  5. Revise/update the key-documents (concept notes, logframes strategic documents), (scope, objective, methodology,...) for the Support to Government component every year.
  6. Evaluate the project team (project manager and officer)
  7. Supervise proper filing and documentation of all projects, especially maintain the files in the permanent server and at the GSNRSC library

### **Other activities**

1. Develop and maintain a network of contacts with other related ministries, local authorities, NGOs , International Organizations , local media and private companies ;
2. Continuously remain up to date regarding road safety and road transport related news (newspapers, radio, TV, informal contacts...) in Cambodia and in the region;
3. Attend stakeholder and donor meetings and other road safety related organizations, in close collaboration with the program manager.
4. Organize field trips and briefings for visitors to road safety projects or government counterparts when necessary.
5. Contribute to HIB communication materials (annual report, newsletters...).
6. Participate to the management and communication of HIB in Cambodia and collaborate with other HIB program/project managers

### **Required Competencies:**

1. Relevant master degree
2. At least 5 years working experience in development projects
3. Strong knowledge in institutional strengthening, particularly in project management, action plan development, coordination, proposal development, monitoring
4. Experiences in working with the government counterparts and excellent communication skill in diplomacy and protocol in the government
5. Ability to lead and motivate and promote teamwork among HIB and government staff
6. Demonstrated ability in program design and development
7. Ability to systematize and streamline organizational program operations
8. Strong leadership, supervisory and people management experience and skills
9. Strong analytical and creative thinking skills
10. Excellent written and spoken communication skills in Khmer and English
11. Knowledge in Road Safety is an asset.

Employer Signature : \_\_\_\_\_

Employee Signature : \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_