



The Asia Foundation

CAMBODIA OFFICE

POSITION DESCRIPTION

TITLE:	Program Officer	UNIT:	Ponlok Chomnes Program, Governance
SUPERVISOR:	Program Manager	SUPERVISEE:	N/A

SUMMARY OF JOB RESPONSIBILITIES

The Asia Foundation is implementing the Ponlok Chomnes II: Data and Dialogue for Development in Cambodia Program (the Program) between July 2023 and June 2027 with support from the Australian Department of Foreign Affairs and Trade (DFAT). The goal of Ponlok Chomnes II is that public policy decisions, based on evidence and informed by inclusive dialogue, are operationalised and become the norm in Cambodia. The achievement of this goal will be measured by one End of Program Outcome, which is “by 2027 select public policy processes involves inclusive dialogue and are informed by diverse and credible evidence”.

Reporting to the Program Manager, the Program Officer will liaise with a dynamic program team and other colleagues in the wider office of The Asia Foundation in Cambodia to implement the Ponlok Chomnes program. The Program Officer will have various opportunities to grow, and interact with a wide range of policy actors, civil society organisations, as well as research institutes in Cambodia with the Program. The Program Officer has the following core responsibilities:

Partnership and Grant Management

- Build and maintain a strong partnership with select Strategic Partners¹ and partner organisations;
- Lead quarterly and annual reflection meetings with select Strategic Partners;
- Facilitate and convene meetings among select Strategic Partners, GEDSI Consortium, Technical Steering Committee (TSC), and other stakeholders;
- Support select Strategic Partners in implementing their opportunity cases;
- Support select Strategic Partners to identify and implement the capacity development activities;
- Engage the GEDSI Consortium, TSC, and other stakeholders in SPs’ selected policy areas and activities (research, communication, and dialogues);
- Support the Program to track the Program’s outcomes.

Technical Steering Committee

- Support the Program in maintaining a good relationship with the Technical Steering

¹ Strategic Partners include Cambodia Development Resource Institute (CDRI), Cambodian Institute for Cooperation and Peace (CICP), Center for Khmer Studies (CKS), Centre for Policy Studies (CPS), and Future Forum (FF)



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Committee,

- Support the engagement between select Strategic Partners and Technical Steering Committee where possible;
- Support the semi-annual meeting with the Technical Steering Committee and other program partners;

Other tasks

- Collaborate with the program team to deliver program results and impact;
- Gather project-related information relevant to inform the program's performance;
- Support the monitoring, evaluation and learning (MEL) system;
- Support the Program team in producing program reports, learnings and other related writing materials, in Khmer and English;
- Participate in and contribute to regular program strategy evaluations and adjustments;
- Be available for occasional program-related travel, domestically and regionally, when appropriate; and
- Provide support to other programs within The Asia Foundation, as needed.

RELATIONSHIPS

Internal:

The Program Officer has regular contact with the Ponlok Chomnes Program Director, Knowledge and Learning Manager, Program Manager, team member(s), Country Representative, Deputy Country Representative, other program teams, operations staff, The Asia Foundation's headquarters, and other country offices, where necessary.

External:

Maintain strong partnerships with Ponlok Chomnes' Strategic Partners, GEDSI Consortium, program partners, the knowledge sector community (research institutions, civil society, academics, and policymakers), the government at national and sub-national levels, and development partners, where relevant.

REQUIREMENTS AND SKILLS

Required skills and experience:

- At least 5 years of experience in social development work in Cambodia or equivalent;
- Demonstrated experience in development program implementation and results-based management;
- Experience coordinating and fostering partnerships with a wide range of stakeholders, including non-government and government agencies;
- Excellent writing, and oral communication skills in English and Khmer;
- Advanced skills in the usage of office software packages (MS Word, Excel, Microsoft 365), advanced knowledge of spreadsheets, and experience in handling web-based management



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systems.

Additional skills and experience:

- Good knowledge of Cambodia's development priorities, public policy development processes, and the use of research to inform policymaking in Cambodia;
- Good knowledge of development and policy research environment in Cambodia;
- Experience in developing/organising capacity-building programs in Cambodia;
- Experience in conducting and/or managing research, communication, and dialogues.

Education:

- Master's degree or equivalent experience in a relevant field, such as gender studies, political science, public policy, governance, public administration, development studies or international development.

Competencies:

- **Communication, learning and knowledge-sharing skills:** builds networks with others for the effective communication and exchange of knowledge and ideas.
- **Application of technical knowledge and skills:** demonstrates breadth, depth, and leadership in own area of technical expertise.
- **Delivers solutions to internal and external stakeholders:** adapts the approach to understand and meet different needs and concerns and treats all stakeholders fairly.
- **Achieves results and problem-solving skills:** conducts balanced analysis and uses good judgment to solve problems.
- **Ability to act as a key member in diverse internal and external teams:** commits to workgroup goals and good interpersonal and diplomatic skills, collaborative, creative, and culturally sensitive.
- **Seeks innovation and change:** ability to work independently, quick learner, multi-task and meet deadlines and strong organisational skills and attention to detail.