
Terms of Reference

A. Introduction

1. The Agriculture Services Programme for Innovation, Resilience and Extension (ASPIRE) became effective with the signing of the Programme Financing Agreement on 5 March 2015 with the total confirmed financing of approximately USD 52.5 million. Implementation started in June 2015 and the programme was officially launched on 8-9 October 2015. The Programme Completion Date is 31 March 2022 and the Financing Closing Date is 30 September 2022. The lead implementing agency is Ministry of Agriculture, Forestry and Fisheries (MAFF) with Supreme National Economic Council (SNEC) and National Committee for Sub-National Democratic Development Secretariat (NCDD-S) also having implementation responsibilities.
2. The MTR mission recommended the creation of an Executive Officer position within ASPIRE. Accordingly, the Ministry of Agriculture, Forestry and Fisheries (MAFF) is now seeking to recruit an Executive Officer to provide executive assistance to the Programme Director, facilitate smooth programme management and support the programme in day-to-day operational requirements.

B. Objective of the Assignment

3. The **Executive Assistant** will be engaged to provide services, inputs, and support to the Programme Director in the Programme's implementation and capacity-strengthening activities. The Executive Officer will perform a wide variety of responsibilities, including complex and confidential administrative, analytical, and research duties. This position requires initiative, tact, mature, and independent judgment, specifically in the performance of duties that are considerably confidential in nature.

C. Scope of Work

4. The **Executive Assistant** will be responsible for providing executive and administrative assistance to the Programme Director in general project implementation, management and day-to-day liaison with Programme counterparts, including drafting correspondence, taking of minutes, arranging for the processing of government clearances, making travel arrangements and related tasks, exclusively for the Programme Director. Specifically, the incumbent will be working alongside with the Programme Adviser/Team Leader in the performance of the following functions:
 - a) Represent the Programme Director
 - b) Oversee and coordinate the effective implementation of the activities and annual operating plans at central and provincial levels.
 - c) Support and assist the Programme Director in the management of the team of staff and consultants (either under firm or individual).
 - d) Assist the Programme Director in facilitating the overall programme management and implementation of activities and related issues to ensure that the programme implementation is in line with government policies, principal, guidelines, regulations and the ASPIRE programme framework.

- e) Coordinate with Secretariat, programme managers within MAFF, NCDD-S and SNEC to plan priority capacity development activities to bring each component of ASPIRE Programme to full operational status;
- f) Assist the Programme Director in reviewing the overall progress and results against operating, and the strategic and critical aspects of programme implementation to ensure that the programme achieve the outcomes and outputs envisaged in the monitoring framework;
- g) Maintain good relations and facilitate effective communication between all relevant external stakeholders, especially component and sub-component managers;
- h) Ensure the Programme Director is provided with update, relevant and timely information on the risk and effective implementation of the programme;
- i) Coordinate with Programme Secretariat to plan and prepare the AWPBs and the associated reporting requirements for the Programme Director;
- j) Assist the Programme Directors and Coordinate with the Programme Secretariat so that the secretariat services will be provided to the Programme Steering Committee with regular physical and financial progress reports, including information on progress made, issues outstanding and actions recommended.
- k) Coordinate with the Programme Managers to oversee the cross-cutting issues relevant to the program such as inclusion, profitable and resilient farm business, climate change resilience, and the promotion of gender equality in the program and understanding of gender issues amongst the implementation team;
- l) Coordinate and facilitate a sound, effective and result-oriented organization of meetings, workshops and the training courses;
- m) Coordinate with the technical working group (agriculture and water),
- n) Resource and partnership mobilization for ASPIRE and
- o) The Executive Officer will undertake other tasks as required by the Programme Director.

D. Location, Timing and Duration

5. The assignment will be based in the Ministry of Agriculture, Forestry, and Fisheries with travel to ASPIRE target provinces. The length of the assignment is for an initial period of twelve (12) months and could be extended upon the satisfactory performance.

E. Supervision and Report

6. Executive Officer will work under the supervision of, and report to the Programme Director. The Executive Officer will work in close cooperation with the Programme Manager (Extension) and the Programme Manager (Programme Budget) within MAFF and with the senior responsible officials in SNEC and NCDD-S and with Programme Advisory Staff.
7. The annual extension of the contract and the work plan of the Executive Assistance are subjected for IFAD NOL.

F. Qualification and Experience Requirements

To be qualified for the position the candidates must meet to the minimum required qualifications as follows:

- a) A higher degree in agricultural development, economics rural development, public administration or a closely related field;
- b) Three (3) or more years professional experience in a relevant field such as international development or private sector development in least developed countries; and
- c) Experience in program/project leadership and management, including excellent skills in managing multi-cultural teams and working in a cross-cultural environment.
- d) Knowledge of IFAD procedures, policies and financial rules and regulations; and Government financial management and administrative procedures.
- e) Computer literacy: word processing, spreadsheets, power point and database programs.
- f) Excellent English communication skills, written and spoken.
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- h) Availability and willingness to undertake visits to the target communes.

G. Key Competencies

- a) Experience working in Cambodia;
- b) Knowledge of or experience in agriculture development;
- c) Experience as a technical advisor or a government-implemented program;
- d) High level of computer literacy;
- e) Personal interest, commitment, flexibility and willingness to work in a highly motivated team of professionals; and
- f) Ability to travel to areas of operations.

H. Languages

- a) Fluency in English and Khmer is essential.

I. Skills

- b) Advisory Services
- c) Capacity Building
- d) Client Management
- e) Contracts Negotiation
- f) Knowledge Management
- g) Monitoring and Evaluation
- h) Multistage Reporting
- i) Project Design