

[Staff name]/ South East Asia programme

## Project Officer (ILAB/B-UP)

Creation date / update [02/01/2025] and RHRM validation date [02/01/2025]

NB: The job description complements the standard function description which cannot be modified. It should not exceed one page and should provide details on the context (geographical, operational) and the specific tasks of the post (technical or other expertise). Under no circumstances should it create new tasks/responsibilities.

### Contextualisation<sup>1</sup>

The South East Asia Geographic Division includes operations in Myanmar, Thailand, Cambodia, Laos, Vietnam and the Philippines. The region encompasses a wide variety of humanitarian contexts, ranging from the civil war in Myanmar, to support to the Vietnamese government in the development of an international standard of rehabilitation services, or to emergency responses to climate-related disasters in the Philippines. Since September 2022, the Geographic Director has been based in Vientiane, Laos, as part of an experiment to assess the value and replicability of a delocalized geographic division. As part of this experiment, the six countries of the geographic division are to be merged into a single program by January 2025.

### General Mission

Depending on the organisation and modalities of the project, the Project Officer reports to the ILAB/B-UP Project Chief of Party (Consortium Coordinator), the project officer contributes to the implementation of the mandate and the 10-year strategy of Humanity & Inclusion in the country where s/he is based. The project officer contributes to the implementation of his/her project, ensuring the optimal quality and the impact of the project. S/he works closely with the programme technical team.

Funded by US-DOL, the Bridging Barriers and Unlocking Potential (B-UP) Project is a 54-month project that aims to increase the responsiveness of Cambodian Organizations of Persons with Disabilities (OPDs) and their key stakeholders to labour exploitation and barriers that impede access to decent work. HI is leading the project, in partnership with the International Labour Organization (ILO) and Cambodian Disabled People's Organization (CDPO).

Line Manager: Chief of Party (Consortium Coordinator)

Duty Station: Phnom Penh, with travel to other HI areas of intervention

<sup>1</sup> Mandatory for all positions: Geographical and/or Operational Context

## Missions / responsibilities<sup>2</sup>

### **Mission 1: Operational implementation**

#### **Responsibility 1: Contribute to project planning and implementation in line with the existing frameworks**

- Contribute to planning and preparing activities, tools and the associated resources, and implement the action plan in conjunction with the support services and the technical unit.
- Ensure that activities are implemented and that resources are correctly allocated as authorized by the line/project manager.
- Ensure regular reporting of activities, and contribute to the internal and external reporting as requested by the line/project manager.
- Contribute to identifying areas of the project in which adjustments are required and put forward adaptations to the line/project manager.
- Contribute to the drafting of amendment requests when asked by the line/project manager.
- Contribute to coordination with the local stakeholders and to monitoring the partnership relationship with the project partners.
- Ensure that project documents and information are properly archived.

#### **Responsibility 2: Contribute to project monitoring, evaluation, accountability and learning**

- Contribute to project monitoring, specifically activity progress indicators and the expected outcomes.
- Contribute to project evaluations at the request of the line/project manager, and ensure that project evaluation recommendations are followed.
- Contribute to the setup and smooth running of accountability mechanisms.
- Contribute to project learning.

#### **Responsibility 3: Ensure project data management**

- Ensure that the appropriate data collection and management tools are in place and are used correctly on the project, in line with global standards.
- Collect and compile project-related data in the relevant database.

#### **Responsibility 4: Contribute to the coordination of project teams**

- As authorized by the line/project manager, facilitate coordination meetings between the project teams and the support services located in the area when necessary.
- Ensure that the project teams and the support teams (shared and technical services, in particular) work well together in order to facilitate the implementation of the project in the country.
- Under the guidance of Line/project manager, ensure coordination with all partners involved in the project / consortium members, and ensure effective communication mechanisms.

#### **Responsibility 5: Contribute to external project communication**

- Contribute to HI's external influence by taking part in networks, when required.
- Communicate about the project to partners, authorities and stakeholders when relevant.

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<sup>2</sup> To be completed only if: combined function descriptions for SS (e.g. specify the tasks/responsibilities that Mr X will carry out in the function of Accountant and Finance Officer) or technical specifications for an operational or technical position (e.g. Project Manager Atlas Logistics/Inclusion Specialist)

## Mission 2: Emergency Preparedness and Response

- Contributes to the SEA region and Cambodia's emergency preparedness actions and, in an emergency situation, adapts working methods to contribute to an effective humanitarian response from HI.

**Specific mission:** In addition, the Project Officer may undertake any other duty requested by his/her line manager that may be required for the service.

## Competencies

### “Project management” professional path skills

	Knows	Practices	Proficient	Expert
Assessment	√			
Intervention strategy	√			
Planning, monitoring & coordination		√		
Operational partnerships	√			

### Emergency preparedness and response skills

	Knows	Practices	Proficient	Expert
Emergency response		√		
Humanitarian monitoring and emergency preparedness		√		

### Other professional skills

		Knows	Practices	Proficient	Expert
MEAL/IM	Results and indicators monitoring		√		
MEAL/IM	Planning and coordination of qualitative and quantitative surveys, dissemination of results		√		
MEAL/IM	Project evaluation	√			
MEAL/IM	Accountability to affected populations: participatory, non-discriminatory and responsible approaches	√			
MEAL/IM	Capitalisation and continuous learning		√		
MEAL/IM	Quantitative and qualitative data collection, qualitative analysis		√		
MEAL/IM	Responsible data management		√		
MEAL/IM	Statistical analysis and data visualisation		√		
Security	Personal security management		√		
Security	Security context analysis	√			

Security	Security risk analysis	√			
Security	Develop mitigation measures linked to humanitarian security approaches	√			
Security	Management of major risks (safeguarding, fraud & corruption, security and major financial risks)		√		

### Cross-cutting competences

	Get to know	Practice	Master	Expert
Frameworks and references		√		
Office automation and collaboration tools		√		
Stress management		√		
Working together in a global organisation		√		

### Language

	A1	A2	B1	B2	C1	C2
Official languages of HI			√			
Language of the country			√			

### Experiences and Qualifications:

- Minimum of two years of experience in project management and implementation of projects with partners.
- At least a bachelor's degree in public policy, international development, social science, anthropology, education, economics, or related field is preferred.
- Minimum of one year experience working on projects that address labor-related issues, including forced labor and child labor and/or disability rights.
- Demonstrated experience in establishing and maintaining systems for supporting project operations.
- Ability to maintain working relationships with all project stakeholders and effectively facilitate partnerships between them.
- Experience in working with local authorities, OPD's, CSO's will be considered as a key asset.
- Experience in working with vulnerable groups and people with disabilities is required.
- Strong negotiation and communication skills are required, especially in collaborative settings with multi-disciplinary teams and colleagues.
- Adaptive to evolving contexts and intercultural environments.
- Proficient in English & Khmer with excellent reading, writing, listening & speaking capacity.
- Capable of producing clear, concise and responsible communication suited to the interlocutor.

**Handed over on  
Signatures employee and manager**

Manager Signature

Employee Signature

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Name:

Name: \_\_\_\_\_

Date:

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