

[Staff name]/ South East Asia programme

Technical 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.

Contextualisation¹

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

Under the responsibility of the ILAB/B-UP Project Chief of Party (Consortium Coordinator), the Technical Officer (TO) contributes to the implementation of HI mandate and 10-year strategy (expressed in StratOp) in the country where s/he is based. He/she contributes to the implementation of projects by providing technical expertise and by ensuring that the quality and impact of the project(s) concerned are optimized. The Technical Officer works in close collaboration with the program's technical team. He/she is responsible for the training, support and advice of the Project Technical Agent (PTA) so that the PTA properly achieves his/her technical activities.

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

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

Missions / responsibilities²

Mission 1: Providing guidance and technical support to projects in accordance with the technical frameworks and general standards of his/her sectoral scope

- Provide appropriate technical guidance and support to project leaders and/or specialists.
- Ensure project(s) activities are implemented in accordance with internal quality and technical standards and propose adjustments or improvements as necessary.
- Adapt project documentation as required, in accordance with global technical standards and norms.
- Contribute to the regular reporting of technical activities of its scope (collection and analysis of technical data collected) in conjunction with the project team and the MEAL team.
- Where appropriate, coordinate and collaborate with the project's technical partners as delegated by the Specialist or Line/Project Manager.

Mission 2: Providing project-based technical learning

- Ensure global and field technical specialists get the information they need and collaborate with technical divisions as needed.
- Collect the elements necessary for capitalization exercises or scientific documentation.
- Contribute to technical learning under the responsibility of the specialist or line/project manager, based on best practices.
- Responsible for the technical learning of projects based on lessons learned and good practices
- Adjust activities to audit recommendations as appropriate.
- Implement recommendations to improve the technical quality of projects.
- Ensure the technical quality and relevance of project activities implemented within their area of expertise; conduct self-evaluation of their project and participate in evaluation cycles under the supervision of the line manager (CoP).
- Taking ownership of norms and standards anticipates and prepares for nexus adjustments.
- Propose research and study topics.
- Oversee data collection for research activities.
- Contribute to the terms of reference for evaluations.

Mission 3: Contributing to the animation of his/her sector

- Contribute to technical recruitment.
- Contribute to or lead the technical training required in his or her field.
- Contribute to the skills upgrading plan for professionals in its sector and may be a third-party assessor.
- May contribute to the development of a local talent pool within his/her sector (conducts technical interviews of candidates and makes recommendations, identifies training and coaching needs).
- Assists in coordinating technical professional development and facilitating a community of practice, in collaboration with the technical division. Conducts technical trainings for staff as appropriate.
- Contribute to the design and collection of operational data to ensure adequate monitoring of activities or ad hoc data collection activities, and ensure appropriate measurement of project completion in his/her area of expertise.
- Ensure that data processing is established and carried out in accordance with the rules and principles set by the IM/MEAL and by the technical councils of the sector of expertise.

Mission 4: Contribute to ensure the technical influence of HI on its perimeter

- Contribute to the outreach of HI expertise: can represent HI technical expertise by delegation in relevant local, regional and international networks and with local partners.
- Where appropriate, coordinate and collaborate with the project's technical partners as delegated by the Specialist or Line/Project Manager.

² 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)

- Relay and contribute to advocacy messages within its scope of work.
- Write new project content for the continuity or expansion of the project within its technical scope.
- Contribute to the writing of new proposals for new opportunities within its technical scope.

Mission 5: Emergency Preparedness and Response

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

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

Competencies

Professional technical skills - Sectors of intervention

	Knows	Practices	Proficient	Expert
Professional capacity building			√	
International standards, guidelines and legal frameworks relating to General Protection / Gender Based Violence (GBV) / Child Protection (CP)			√	
Implementation of an intervention to provide protection from violence based on DGA (disability, gender, age)			√	
Protection analysis and strategies		√		
Safe Programming / Risk mitigation (including safeguarding)			√	

Shared skills - Sectors of intervention

	Knows	Practices	Proficient	Expert
Intervention strategy - Field project management		√		
Public relations / representation / internal-external communication - Global program management		√		
Capitalization and continuous learning - MEAL		√		
Project evaluation - MEAL		√		
Strategic analysis - Institutional Fundings		√		
Safe Programming / Risk mitigation (including safeguarding)– Protection			√	
Norms, legal frameworks, references related to disability - Inclusion			√	
Operational partnerships - Field project management			√	

Emergency response and preparedness skills

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

Cross-cutting competences

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

Language

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

Experiences and Qualifications:

- Minimum of 4 years of professional experience in project management and implementation of projects with partners.
- At least bachelor's degree in public policy, international development, social science, anthropology, education, economics, or related field is preferred.
- Minimum of 2 years' of technical experience working on projects that address labor-related issues, including forced labor and child labor and/or disability rights.
- Demonstrated technical capacity & experience in establishing and maintaining systems for supporting project operations, and ability to maintain working relationships with all project stakeholders.
- 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 technical, 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

Name:

Name: _____

Date:

Date: _____