

**Ministry of Agriculture, Forestry and Fisheries
Fisheries Administration (FiA)
Mekong Integrated Water Resource Management Project - Phase 3
(M-IWRMP-3)**

**Job Announcement
(Extension of Submission Deadline)**

Full Time Project Assistant Based in Stung Treng Province

The World Bank has approved a US\$15 million funding assistance credit to the Government of Cambodia for Mekong Integrated Water Resources Management Phase 3 (M-IWRMP-3), credit number 5777-KH. The project will be implemented in the Mekong river basin at the Northeast of Cambodia and the implementation duration of the Project is 5 years (2016-2020).

There are two components under this project of which Component 1 is managed by Fisheries Administration (FiA) as Implementing Agency for supporting the Fisheries and Aquatic Resources Management in Northern Cambodia and requires one Project Assistant for Stung Treng Province to assist the works of Provincial Project Manager.

The Project Assistant will be expected to carry out the works with detail tasks for 18 months' period. The workplace will be based in Provincial Implementation Team (PIT) Office, Fisheries Administration Cantonment, Stung Treng provincial town.

Duties and Responsibilities:

- Assist the Provincial Project Engineer Consultant on technical design, supervision of implementation of small scale infrastructure and Guidelines for Community Fisheries Demarcation, Infrastructure and Equipment (C-DIET) sub projects (CFi Office, CFI Poles installation, CFI signboards).
- Assist in identifying priority infrastructure investments from the Commune Development Plan (CDP)/Commune Investment Program (CIP).
- Assist in preparation of design, cost estimate, BoQ of the above mentioned sub-project activities.
- Assist in preparation and dissemination of technical forms, processes for Community Fisheries Committees (CFC) and Community Fisheries Executive Committees (CFEC).
- Assist in building capacity of Community Fisheries Executive Committees, the representatives of the Community Fisheries Committees, the Commune Councils for the implementation of small scale infrastructure and C-DIET sub projects.
- Provide guidance, support and training for CEF and CFEC on the guidelines, procurement process, sub-project contract/agreement preparation and monitoring of civil work implementation
- Assist the Provincial Project Engineer Consultant to plan and deliver the formal & informal training according to the Guidelines.
- Assist in coordination with Environment, Social Safeguards and Gender Consultants in preparing the safeguards screening form and provide assistance to PIT/PFiA safeguards focal point in preparing the safeguards screening report.
- Support the CFEC and CFC on the bidding and evaluation process of sub-projects to ensure it is complying with the Guidelines of Small Scale Infrastructure and Community Demarcation Infrastructure and Equipment (C-DIET).
- Assist to monitor the work quality performance of the Contractors and report to CFEC, CFC and PFiA in Stung Treng.
- Assist in preparing the progress report of all civil works contracts.
- Perform other tasks as requested.

Qualifications and Requirements:

- Bachelor's degree in Business Administration or related fields
- Knowledge in computer such as Microsoft Office, Internet and Email
- At least 1-2 years' experiences in administrative and project support works
- Has experience in accounting and finance is preferable
- Able to use motorbike to fieldwork even with difficult road conditions
- Able to stay overnight at field
- Willingness to obtain new skills and attention to detail

Interested candidate should submit their updated curriculum vitae and cover letter with at least three (3) referees by email and attention to:

Mr. Chheng Phen, Component 1 Director, Fisheries Administration (FiA)
Email: chhengp@yahoo.com;
Copy to: bunhangtouch@gmail.com; ou_sary@yahoo.com

The closing date for application is **05 November 2019** before 5:00pm (Local Time). Only Shortlisted candidates will be contacted.