

ATTACHMENT 1 – TERMS OF REFERENCE

The Wildlife Conservation Society

WCS Cambodia Program

Name :
Position : Executive Liaison Assistant
Project Name : WCS Cambodia Program
Location : WCS Phnom Penh office based
Report to : Executive Liaison Officer

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Outputs and deliverable:

- Assist to organize logistics for WCS staff international travel such as visa, flight, accommodation, and taxi for oversea.
- Support logistical arrangements for WCS senior staff field missions, such as Cash advance requests, transport, accommodation.
- Assist in drafting and reviewing/translating the official letters, and all official correspondence documents addressed to National and sub national RGC authorities before submitting to CD review and sign.
- Assist admin team in processing WCS / RGC MoUs, arranging the quarterly and annual progress report and budgets for all project activities in compliance with donors' requirement. Submitting quarterly, semi-annual and annual financial and project reports to relevant ministries. MoE / MAFF/ CDC /MEF/ MOFAIC
- Assist the admin team in supporting WCS landscapes to coordinate logistics/bookings for meetings, workshops and training events.
- Assist in implementing an electronic filing system for WCS project supporting documentation and ensure that project documents are filed and accessible.
- The liaise assists directly with REDD+ Secretariat and GDEKI department staff regarding communication and correspondence for REDD+ project activities and meetings.
- Provide logistical support for administration of WCS international / regional visits to Cambodia and any additional tasks where necessary in discussion with supervisor.
- Strongly promote teamwork environment by contributing ideas, listening to others, and willingly taking on tasks that fall outside this job description, but related scope of work as directed by supervisor with the appropriate delegation.
- Any other related duties as assigned by supervisor.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in a relevant field (Administrative strengths preferred).
- Preferred 1-3 years successful experience working in similar position with an NGO or national institution, in particular experience of project administration and NGO compliance with RGC laws.
- Computer skills mandatory. Proficient in Microsoft Office Applications.
- Historical experience of working in a team and administrative problem-solving skills.
- Knowledge of the RGC administrative protocols and formatting for official documents/letters and requests.
- Good oral and written communication skills. Khmer and English

Please note that the above TOR constitutes only the main responsibilities and duties of this position. As WCS-Cambodia is a flexible organization, staff members are expected to undertake any other tasks that are allocated to them but which are not part of their regular TOR.