

Investing in Infrastructure

Terms of Reference

Position #53 –Project Officer- Construction Safety

Introduction

Investing in Infrastructure (3i) is a six-and-a-half-year, nationwide, social investment program funded by the Australian Government and implemented by Palladium. The program has supported more than 90 private companies to establish and expand piped clean water infrastructure, electricity networks, and small scale solar in areas where operators would not have invested by themselves. At least one million Cambodians will have access to reliable electricity and piped clean water through the support from the program.

3i's experiences provide an opportunity to inform and influence wider infrastructure policy in Cambodia by building on lessons and insights into the institutional and policy framework, gained through successful delivery of its work.

Background

On 16 September 2021, the Government of Australia (GoA) and Cambodia's Ministry of Land Management, Urban Planning and Construction (MLMUPC) signed a Subsidiary Agreement in which the GoA committed to provide a range of assistance measures aimed at improving safety on Cambodia's building construction sites. GoA engaged 3i to deliver this assistance, a major component of which is the production and dissemination of the MLMUPC Construction Workplace Health and Safety Guidelines (Guidelines). Under the guidance of the Team Leader and in collaboration with the 3i team and senior MLMUPC staff, the Project Officer – Construction Safety will assist and facilitate the delivery and presentation of the Guidelines, both to MLMUPC staff and to the wider community of stakeholders involved in Cambodia's construction industry. Specifically, the Project Officer – Construction Safety will assist in the arrangement and delivery of a series of outreach presentations planned for Phnom Penh, Siem Reap, Sihanoukville and Senmonorom which will take place in March and April of 2022. Having both logistical and representational responsibilities, the Project Officer – Construction Safety will be a key enabler of these presentations.

Key activities

- Provide ad hoc translation of Khmer documents and on call translation in workshops and meetings
- Facilitate and arrange workshop and meeting venues including catering, seating, displays and audio visual as required
- Attend planning and progress meetings with senior staff of the MLMUPC
- Advise on accepted cultural and organisational protocol particularly in terms of seating order, speeches, catering and transportation
- Draft, in Khmer, invitations, letters and directions related to workshops and meetings
- Provide back up and continuity in the absence of the team leader

- Assist in finalizing work plans and programmes with due recourse to budget, timelines and resources.

Selection criteria

Essential

- At least two years' experience either working in a government ministry or as part of a project working with a government ministry
- At least a bachelors degree in an administrative (business, law) or technical (engineering, architecture, education, science) discipline; a master's degree will be well regarded.
- Familiarity with the system of government laws and regulations including prakas, sub-decrees, Royal Kram and instructions
- High level facility in both written and spoken English
- Ability to interpret and translate Khmer to English and vice versa
- Experience in an international aid project, either NGO, multilateral or bi-lateral will be well regarded
- Experience planning and organising workshops, meeting or events including arranging venues, catering, audio visual and seating

Reporting relationships

Reports to: Team Leader- Building Standard

Position status

Location: Phnom Penh, Cambodia. The consultant will do a combination of Ministry-based and home-based work, with flexibility depending on the tasks required.

Input: The consultant will provide (up to) 60 days input in the period February – April, with a specific work plan to be agreed with the Team Leader – Building Standard. Significant travel to the provinces is expected as a requirement of the role. Per diems will be provided in line with 3i travel policy.

Duration: Three months from February to April 2022, with possibility of one month extension if required.

Contract: A daily rate consultancy contract will be negotiated with the successful candidate.

How to apply for this position

ESSENTIAL: Applications must include:

1. A covering letter providing your response against each of the selection criteria (maximum three pages).
2. Curriculum vitae/resume.
3. Name and contact details (phone and email) of three referees.

Applications that do not address all the requirements stated above will not be considered.

For further information about this position

Email jobs@3icambodia.org with the reference 'Position #53: Project Officer-Construction Safety' in the subject line.

Submitting applications

Applications must be made online through <http://3icambodia.org/current-opportunities>.

Closing date: February 07, 2022, 5.00pm Phnom Penh time.

Child protection

Palladium is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. This position may come into contact with children due to the nature of the working environment. Recruitment and selection procedures reflect this commitment and may include relevant criminal record checks.

Social Inclusion

Our company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, colour, religion, sex, national origin, age, disability or genetics.