

TERMS OF REFERENCE (TOR)

Office Manager

Project Coordination and Management Unit (PCMU), MEF (EA), Cash for Work Program for Rural Development and Livelihood Enhancement Project

12 person months (Intermittent Basis)

Objective and Scope of the Assignment

The Royal Government of Cambodia (RGC) has recently approved the Cash for Work Program for Rural Development and Livelihood Enhancement Project. The project development objective is to help reduce poverty, improve livelihood and welfare of rural people and poor farmers by providing short-term job opportunities through cash for work program, which will not only support short-term livelihood, but also enable to increase capital for investment in agriculture or other related businesses, and improving agriculture and rural infrastructure. The project will support 12 of the Country's 25 provinces.

The project coordination and monitoring unit (PCMU) is within the Ministry of Economy and Finance (MEF) as the executing agency for the Project. A small team of individually recruited consultants will be engaged to assist the PCMU with Component 4: Project Management and Facilitation. This involves providing assistance and support to implement overall project management, monitoring and coordination of all implementation activities under the Project. The consultants will assist the PCMU with its day-to-day operations and supervision of the Project.

The Office Manager is responsible organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency.

The Office Manager reports to the Project Manager and will have strong people skills, be able to manage a wide variety of administrative and clerical tasks, and be proficient with computers and the use of Microsoft Office software, including Word, Excel, PowerPoint and Publisher.

Minimum Qualification Requirements

The Office Manager will have a graduate qualification in business administration or other related field (higher qualification is an advantage), with at least 3 years relevant background and experience in office administration.

Detailed Tasks:

The Office Manager will deliver the specific tasks as follows:

- Manage and coordinate office operations;
- Be responsible for day-to-day project correspondence, information sharing and filing, ensuring that appropriate follow-up actions are taken;
- Create and maintain an administrative filing system;
- Classify, record and file all project documents;
- Keeping soft copies all the projects-related documents;

- Process document clearances from PCMU;
- Provide documents whenever requested by the consultant team or auditors;
- Implement, manage and maintain record keeping, confidential files, purchasing and inventory control systems;
- Assist in collecting information from IAs for reports preparation;
- Order and maintain office supplies;
- Liaise with IA project staff on day-to-day implementation of project activities;
- Manage office equipment and provide general support to other consultants;
- Maintain a petty cash system and various budgets;
- Prepare correspondence, materials and agendas, meeting minutes, action logs and ensures timely follow up;
- Perform other duties as determined by the PCMU.