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KINGDOM OF CAMBODIA
Nation Religion King

Ministry of Economy and Finance

**General Secretariat for the National Social Protection Council
Job Announcement**

Background

The National Social Protection Council (NSPC) leads the efforts of the Royal Government of Cambodia in building a social protection system based on inclusiveness, effectiveness and financial sustainability as a tool to reduce poverty, vulnerability and inequality, and which will contribute to the development and protection of human resources, and stimulate economic growth in the Kingdom of Cambodia. The NSPC General Secretariat provides technical, coordination, and implementation supports to the NSPC, namely in the field of social assistance and social security.

The General Secretariat is seeking highly motivated and skilled individuals to join a dynamic multi-disciplinary team that is committed to this social protection system strengthening. We offer merit-based compensation and capacity building opportunities.

If you possess a strong desire to contribute to reducing poverty, vulnerability, and inequality in Cambodia, and you meet the minimum requirements for any contract-based position below, you are encouraged to apply.

I. Social Protection Specialists (3 positions)

The Specialist serves as the General Secretariat subject matter expert and focal point on a range of issues on complex social protection techniques and system. The Specialist possesses a strong understanding of specific issues and context to provide expert advice. S/he conducts in-depth review of policy issues, gathers and synthesizes relevant information, develops and assesses policy options, and presents briefing materials to advise on and inform decision making.

Key Duties and Responsibilities

- Conducts in-depth research and analysis in the field of social protection;
- Develops briefing notes, presentations, and support materials;
- Studies and evaluates policy proposals;
- Develops position/policy papers;
- Proposes ideas and initiatives; and
- Informs action planning.

Qualifications

The Specialist should possess the following qualifications:

- A Master's Degree in a Social Science, Public Policy, Public Health, Economics, or a related field with 3 years of relevant professional experience, or a Bachelor's Degree in a Social Science, Public Policy, Public Health, Economics, or a related field with 5 years of relevant professional experience.

Technical requirements

- Demonstrated research and analysis skills,
- Drafting (policy and reports) skills,
- Awareness of the policy processes and social protection context and issues,
- Strong oral and written communication in both Khmer and English, and
- Advanced computer skills including Excel, PowerPoint, and experiences in using data analysis software (i.e. Stata, SPSS, etc.).

II. Legal Specialist (1 position)

The Legal Specialist supports the General Secretariat to organize, research, analyze, and advise on legal issues related to social protection policies and operations.

Key Duties and Responsibilities

- Provides legal expertise in the study of law and policies related to social protection;
- Conducts legal impact analysis and assess legal compliance and consistency of social protection policy documents;
- Drafts legislative documents required for the implementation of social protection policies/programs/schemes, in collaboration with technical staff of other departments;
- Checks for accuracy and consistency in legal language and ensure compliance to the legal framework of produced legislative documents;
- Mediates and handles complaints as assigned; and
- Supports the development and enforcement of data protection policy.

Qualifications

The Legal Specialist should possess the following qualifications:

Formal requirements

- A Master's Degree in in Law, International Law, or a related field, or a Bachelor's Degree in Law, International Law, or a related field with 3 years of relevant professional experience.

Technical requirements

- Strong interest in social protection policy,
- Research and analysis skills,
- Legal drafting skills,
- Knowledge of policy and political process and context,
- Knowledge of data protection,
- Strong oral and written communication in both Khmer and English, and
- Good computer literacy including MS Office.

III. Information Technology (IT) Specialist (1 position)

The IT Specialist serves as the General Secretariat subject matter expert and focal point on all Information Technology issues and activities. The IT Specialist is expected to have an in-depth knowledge of computers and systems including networks, database management, programming, and interoperability. The IT Specialist develops IT solutions for the General Secretariat, including the monitoring and evaluation system. The IT Specialist will also serve as technical lead on the

establishment of sectoral insurance information systems, including health sector, to support the operations and management of expanded insurance coverage. The ideal candidate will know how to develop integrated systems and/or integrate and rationalize the current mix of systems in place to ensure sufficient system capacity to deal with greater volumes of beneficiaries and claims, while also improving efficiency and reducing duplication of functions at various institutions.

A successful candidate must have a comprehensive knowledge of computer software and hardware and a variety of internet applications, networks and operating systems. The ideal candidate will also have great troubleshooting abilities and attention to details.

Key Duties and Responsibilities

- Assesses existing IT systems, identifies IT needs, and develops solutions for the General Secretariat and Social Protection Portfolio oversight;
- Sets up workstations with computers and necessary peripheral devices;
- Checks computer hardware to ensure functionality;
- Installs and configures appropriate software and functions according to specifications.
- Develops and maintains local networks in ways that optimize performance;
- Ensures security and privacy of networks and computer systems;
- Provides orientation and guidance to users on how to operate new software and computer equipment;
- Organizes and schedules upgrades and maintenance without deterring others from completing their work;
- Performs troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.);
- Maintains records/logs of repairs and fixes and maintenance schedule;
- Supports the design, modification, and ensure the functionality of M&E system user interface;
- Provides expert advice on Information, Communication Technology (ICT) systems, platforms, and approaches to inform system development and ensure harmonization and efficiency;
- Develops or adapts ICT systems to facilitate the scale up in health insurance envisioned in the National Social Protection Policy Framework 2016-2025;
- Works with other ministries/agencies as required to develop and implement ICT systems.
- Provides technical review of IT proposals;
- Briefs the General Secretariat and leadership team on IT issues;
- Proposes ideas, solutions, and initiatives; and
- Informs action planning.

Qualifications

The IT specialist should possess the following qualifications:

Formal requirements

- A Master's Degree in Computer Science, or a related field with 3 years of relevant professional experience, or a Bachelor's Degree in a Computer Science, or a related field with 5 years of relevant professional experience.

Technical requirements

- Proven experience as IT Technician or relevant position,
- Demonstrated knowledge and expertise with computer systems, networks, and programming language,
- Excellent diagnostic and problem solving skills,
- Outstanding organizational and time-management skills,
- In depth understanding of diverse computer systems and networks,
- Good knowledge of internet security and data privacy principles,

- Strong oral and written communication in Khmer and English, and
- Knowledge of the Patient Management and Registration System (PMRS) and/or the Health-Social Protection Information System (H-SPIS) a plus.

IV. Social Protection Analyst (5 positions)

The Social Protection Analyst conducts a range of policy analyses to advance the Cambodia's social protection goals including improved harmonization and integration of social assistance and social security. The analyst supports the General Secretariat in action planning to break down long-term policy goals into actionable steps.

Key Duties and Responsibilities

Policy advice

- Conducts policy research and analysis;
- Develops briefing notes, presentations, and support materials;
- Evaluates policy proposals;
- Develops position/policy papers;
- Proposes ideas and initiatives; and
- Supports development of policy and legislation.

Monitoring and evaluation

- Supports monitoring and evaluation focal point;
- Supports the routine review and improvement of the monitoring and evaluation framework;
- Supports the gathering of data; and
- Supports the development of monitoring and evaluation reports and presentations.

Qualifications

The Social Protection Analyst should possess the following qualifications:

Formal requirements

- A Master's Degree in a Social Science, Public Health, Economics, Computer Science, or a related field, or a Bachelor's Degree in a Social Science, Public Health, Economics, Computer Science, or a related field with 3 years of relevant professional experience.

Technical requirements

- Research and analysis skills,
- Drafting (policy and reports) skills,
- Awareness of the political processes and context,
- Strong oral and written communication in Khmer and English, and
- Strong computer literacy including Excel, PowerPoint; analytical software experience a plus.

All positions require strong organizational and social skills including:

- Good organizational skills,
- Attention to details,
- Ability to work in team and demanding environment,
- Dependability and personal integrity,
- Willingness to learn,
- Motivation and self-driven personality, and
- Strong communications and ability to speak in public.

To apply, please submit a Cover Letter and Curriculum Vitae to: samedy_yok@mef.gov.kh with subject line: Application: "POSITION TITLE" no later than 12pm October 25, 2018. Incomplete applications will not be considered. Only short-listed candidates will be contacted.