

TECHNICAL WORKING GROUP ON LAND (TWGL)

Draft Terms-of Reference – TWGL Secretariat Coordinator

The Prime Minister of Cambodia, Samdech Akak Moha Sena Badei Techo Hun Sen, in his speech at the pre-Consultative Group (CG) meeting in September 2004 called for the creation of Technical Working Groups (TWGs) to replace the CG as for a dialogue between the Royal Government of Cambodia's agencies and Development Partners (DPs) at sector/thematic level, and for effective aid coordination. Subsequently, the Technical Working Group for Land (TWGL) was established in 2004 by the RGC with membership from concerned government agencies and DPs active in the land sector. The TWGL is chaired by the Ministry of Land, Urban Planning and Construction (MLMUPC), and facilitated by a DP representative.

In order to support the function and operation of the TWGL a Secretariat is established. The Secretariat will provide managerial and logistical support to the TWGL and will act as a link between the TWGL and other TWGs and their secretariats, CDC, GDCC, CDCF, different DPs, and other organizations relevant to the TWGL mandate. The TWGL Secretariat is looking for a **Coordinator**. The incumbent will be stationed at MLMUPC and assist the Chairman of the TWGL and the Lead Donor Facilitator to facilitate and implement the work of TWGL and will have following primary duties, but not limited to:

- Assist in preparation, implementation and monitoring of TWGL annual work plans and budgets;
- Assist in facilitating and providing technical support to the TWGL;
- Assist in developing, monitoring and reporting on TWGL Joint Monitoring Indicators (JMIs);
- Assist in analysing sectoral issues and preparing statements to be delivered at GDCC and CDCF;
- Analyse process issues and constraints and give recommendations for follow-up action by government and development partners;
- Organize and coordinate TWGL and related meetings, including preparing agenda, sending out invitations, taking minutes, and disseminating minutes and related reports or papers;
- Establish and maintain effective communication between government, development partners, and NGOs working in the sector;
- Assist in translation and interpretation as necessary;
- Assist in creating and maintaining TWGL website;
- Develop and maintain databases of missions and projects, if any, of government, and DPs (inc. NGOs and UN agencies) of the sector and upload them onto the TWGL website;
- Liaise with the CDC to stay abreast with Harmonization and Alignment / Aid Effectiveness issues;

- Participate and support Land Administration and Management Development Program – Program Based Approach (LAMDP – PBA) and White Paper process;
- Work closely with the Secretariat of the Council for Land Policy (CLP);
- Propose and coordinate sectoral studies, if needed
- Participate in relevant meetings and/or workshops in the land sector;
- Assist in getting information and dissemination of materials related to TWGL;
- Monthly report to the Chairman of TWGL and the Lead Donor Facilitator; and
- Any other duties as required by the Chairman of TWGL and the Lead Donor Facilitator.

Duration will be twelve months.

Qualifications and Skills:

- University Degree in relevant fields (e.g. land management and cadastral development, natural resources management, rural development, natural resources / agricultural economics or the like);
- At least two-years experience working in the land or other relevant sectors;
- Experience in working in the cross-cultural environment;
- Experience in stakeholder coordination and management, PBA and strategy processes, and Aid Effectiveness principles is an asset;
- Excellent interpersonal communication skills;
- Excellent spoken and written level of Khmer and English; and
- Good computer skills with the ability to use email, and internet applications.