

KINGDOM OF CAMBODIA
Nation-Religion-King



ELECTRICITE DU CAMBODGE

Grid Modernization on Transmission and Distribution System Project

Invitation for Expression of Interest for a Project Coordinator

By

With the financial support by

**Electricité du
Cambodge**

**Agence Française de
Développement**

**The European Union
(EU) and Asian
Investment Facility
(AIF)**



March 2023

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1. The Electricite du Cambodge (EDC) (hereinafter called "**Client**") has received financing from Agence Française de Développement ("**AFD**") toward the cost of **Grid Modernization on Transmission and Distribution System Project**. With financial funding from AFD, EDC is implementing a Platform for Training and Research to provide a set of quality trainings and to produce highly qualified human resources in the field of power system at Master and PhD levels, fulfilling the medium to long-term needs of human resources in the power sector in Cambodia. To support this project implementation, a **Project Coordinator** is needed for various activities and operations of the platform under three main implementing agencies – Institute of Electrical Science (IES), Institute of Technology of Cambodia (ITC), and Université Grenoble Alpes (UGA).

2. **Detailed description of duties and tasks**
Under direct supervision of the Platform Coordinator (Deputy Director of IES), the Project Coordinator will work at ITC to provide project management, coordination and various other necessary administrative supports to ensure the achievement of the Platform's objectives and delivery of its outputs and results. Therefore, the Project Coordinator will:
 - Coordinate the implementation of the Project in a timely manner and be responsible for its financial, administrative, and technical oversight in line with AFD and MEF policies and practices.
 - Provide inputs for the development of technical reports and other project outputs.
 - Provide technical support in the development of plans, terms of reference and strategies for all project activities.
 - Manage the logistics and coordinate the activities/events, record and disseminate the outputs of technical and other main parties that may be formed in support of the various project deliverables.
 - Organise and manage meetings, including appointments with stakeholders, logistical arrangements and providing recording secretary support.
 - Liaise and coordinate activities with the relevant departments and implementing agencies of the Platform including ITC and UGA.
 - Liaise with key stakeholders to optimise access and ensure timely organisation and facilitation of activities relating to the Project implementation.
 - Help track and monitor the progress of each program/activities and make recommendations for adjustments as necessary to ensure the successful completion of the project.
 - Ensure clear communication among all parties involved in the successful delivery of each activity of the Project.
 - Keep track of the project calendar and oversee the project timetable to be able to communicate with the main implementing agencies and/or partners to maintain the project milestone.
 - Assist in the development of presentations to highlight the progress of the project.
 - Perform such other duties as may be assigned by the Platform Coordinator. Update the operation manual and other reports as required by EDC and AFD.
 - Prepare and submit a progress report and detail work plan-monthly, quarterly, semi-annually, annually, and final report.

3. **Reporting Lines**
The Project Coordinator will be supervised by the Platform Coordinator (Deputy Director of IES). The Platform Coordinator will oversee activities of the Project Coordinator, certify the deliverables and manage all contractual responsibilities in keeping with the anticipated outputs

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and/or results to achieve the overall Platform's objectives. The Project Coordinator will also liaise with and support the other two implementing agencies – ITC and UGA.

4. General instructions and work duration

The work of the Project Coordinator is expected to have a duration of three years (36 months). The initial contract will be for one year and it will be subject to renewal into account a positive performance evaluation. To express interest, all potential candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the service. The Project Coordinator should meet the following criteria.

5. Qualifications required

- A relevant Bachelor's degree in Business Administration, Business Management, Development Studies, or other related disciplines;
- Five (5) years' experience in the management and implementation of development projects;
- Experience working in educational institutions is desirable; and
- Salary: 800-1300\$/ month depending on qualifications

6. Specific skills and competencies required:

- Organisation and Planning Skills
- Excellent written and verbal English communication skills, French proficiency is a plus but not a requirement
- Strong analytical and evaluating skills with the ability to generate reports
- Well-developed interpersonal and team work skills
- Leadership and problem solving skills
- Proficiency in using the Microsoft Office Suite, especially Excel, Word, and Power Point
- Ability to multitask and perform well under pressure

7. Application Procedure:

Send CV and cover letter of applications to: Email: ppoafd2023@gmail.com

Deadline for application: 12 April 2023

Only shortlisted candidates will be contacted for and interview

Sincerely yours,



KEO ROTTANAK

Minister attached to the Prime Minister
Managing Director of EDC

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