



JOB ANNOUNCEMENT

SMP's BACKGROUND

Sansom Mlup Prey Organization (SMP) is a local Cambodian non-governmental organization that focuses on developing sustainable, organic, and wildlife-friendly agricultural systems in rural communities in Cambodia.

SMP was founded in 2009 by the Wildlife Conservation Society. SMP's founding mandate was to help establish the cultivation of premium-quality, organic rice in remote communities inside the Kulen Promtep Wildlife Sanctuary in Cambodia's northwestern province of Preah Vihear and then expanding its project in Prey Lang Wildlife Sanctuary and the Siem Pang National Park in Stung Treng Province, and the Keo Seima Wildlife Sanctuary in Mondulkiri province and Ratanakiri through [the IBIS Rice Program](#). SMP also uses our agronomic and community development expertise to implement the [Sustainable Rice Platform](#) in Kampong Thom province in communities located near the Bengal Florican conservation area.

Sansom Mlup Prey Organization now is seeking a qualified national candidate to fill the position as below:

- Agronomy Officers x3 (Siem Pang, Stung Treng)
- Agronomy Officer (Ratanakiri)
- Development & Communication Officer
- Finance and Accounting Consultant
- Final Project Evaluation Consultant
- Finance Intern

AGRONOMY OFFICERS x3 in Siem Pang, Stung Treng and x 1 in Ratanakiri

Schedule: Full-time

\$ Salary: N/A

Report to: SMP Projector Coordinator

Agronomy officer will be mainly responsible for providing technical support on organic rice production to farmers and conduct field training/ research and implementing highly technical agricultural sustainable assessment.

Job requirements:

- Cambodian National
- Graduated at least hold a bachelor degree in Agronomy, and research thesis focus on rice or vegetable production
- At least 2 years of professional experience with IBIS organic rice/SRP and vegetable production and agriculture extension
- Understanding on environmental conservation and agriculture value chains
- Good Khmer and English both spoken and written.
- Excellent computer literacy on MS, Excel and others data management program
- Self- motivated, result-oriented and ability to integrate well into the team

Duties work:

- Provide technical training to farmers on IBIS organic rice/SRP production
- Promote sustainable agriculture
- Support trials and expansion of innovative sustainability improvements
- Monitor ibis rice farmer's activities and farmer's diary
- Build good working relationships with relevant community groups, Village Market Network (VMN)/ key farmers, partner organizations, stakeholders, supply chain operators.
- Work as a team submit monthly work plan, budget and report to provincial coordinator
- Any other duties as deemed necessary by provincial coordinator/ program manager

Abilities:

- Ability traveling by motorbike in rural areas with difficult condition by team or alone
- Willingness to spend long periods of time in remote locations, and/or living and staying in rural communities if needed.
- Good knowledge of the NGO for environmental conservation with IBIS rice organic /SRP
- Ability to demonstrate a sound commitment, honor to SMP's work/ positive attitude and teamwork
- Working overtime when required
- Ability of multi-task, under pressure coordinate various teams with dynamic creation

DEVELOPMENT & COMMUNICATION OFFICER

Communications, Media, Social Work

- Location: Phnom Penh Capital
- Schedule: Full-time
- Salary: N/A

Report to: SMP Executive Director and Communication Consultant

Location: SMP Head Office in Phnom Penh.

Development & Communication Officer will be mainly responsible for providing technical support on organic rice production to farmers and conduct field training/ research and implementing highly technical agricultural sustainable assessment.

Duties and Main Responsibilities / Deliverables

Under direction of the executive of Sansom Mlup Prey (SMP), the Development & Communications Officer will systematically ensure efficient coordination actions associated with SMP's strategic vision and mission. Primary responsibilities include proposal writing, maintaining internal communication systems, public-facing communications networks, building SMP's branding and recognition, and supporting technical staff communications including reporting and project development. The Development & Communications officer will maintain monthly timesheets identifying tasks worked on during that reporting period. Abilities to coordinate and take lead on identifying funding opportunities and partnerships and lead the development of new funding proposals, concept notes, etc.

Duties

- Lead the development, dissemination and implementation of internal and external communications materials, including but not limited to branding materials, in-house photography and videography support.
- Management of SMP internal and external communications channels such as social media, website, email administration, etc. Especially, take lead to consistently and continually manage and update SMP's Facebook page, Website and YouTube channel by developing and scheduling high-quality and relevant content for SMP's staff and supporters.
- Coordinate with relevant counterparts from partner organizations and donors on communications activities such as branding requirements, events, campaigns and social media outreach.
- Support Operations Manager, the Grants and M&E Officer, other relevant staff with reporting, budget development, and maintaining a standard of high quality of communications content and materials such as proof reading, formatting and editing.
- Support institutionalization of internal communication channels, materials and mechanisms.
- Ensure donor compliance at all levels of organizational activities. Ensure that key contributing staff have a clear understanding of donor requirements and expectations for the implementation of projects and grants, including realistic project activities in line with budget lines.
- Support and lead the documentation of SMP activities and the organized storage system for archiving materials and media.
- Support various SMP reporting requirements on an as-needed basis.
- Support the coordination of field activities for project implementation to ensure accountability, transparency, donor compliance, and effectiveness.
- Perform other job-related duties as requested by SMP's Executive Director.

Requirements

- Graduated at least hold a bachelor's degree in international development/communication, proposal writing skills, media communication, social media and designing.
- At least 3 years of professional experience with communication skills or related
- Understanding NGO work and environmental conservation and agriculture value chains
- Good Khmer and English both spoken and written for the report writing
- Excellent computer literacy on MS, Excel and other data management program
- Self- motivated, result-oriented and ability to integrate well into the team

FINANCE & ACCOUNTING CONSULTANT

Reports to: Executive Director, Sansom Mlup Prey

Location: Phnom Penh

Country Program/Sector: Local Conservation Partner Fund

Position Type: Consultant

Internal liaison: Head of Finance

Summary:

SMP Cambodia is seeking a finance and accounting consultant to document the existing policies, processes and finance and administration organizational structure of the Cambodia program and make recommendations to assist the finance department to improve our finance and accounting system for our further growth.

The individual consultant will provide reports of the work performed based on the Scope of Work below.

Scope of Work/Activities/Tasks

Consultancy Schedule

Assignment will be completed between 10th April to 27th June 2023.

In order to fulfill the duties and responsibilities identified in the Summary, the Consultant shall:

- Update the existing Responsible Accountable Consulted Informed with ED (RACI) chart by interviewing all the finance and administrative staff identified in the existing organizational chart and ensuring that all tasks are documented. Identify any inefficiencies and duplications in the RACI and draft a new RACI chart documenting suggested improvements.
- Document the existing financial processes and work flows by interviewing staff and performing walkthroughs of all the transaction cycles. Identify any inefficiencies and duplications in the workflows and draft new workflow documents incorporating suggested improvements.

The documentation should also include samples of SMP forms utilized in these processes. Some examples of transaction cycles are below, but this list is not exhaustive and the consultant should ensure that all transaction cycles are addressed:

- Procure to pay
- Advance requisition to clearance
- Grant cycle process -- budget proposal, interim finance reporting, grant audits and final finance reporting and grant close out
- Mid - Long term budgeting strategy and document current practices
- Inventory of local operational procedures /policies and accompanying forms and templates that are currently in place and evaluate compliance with global policies. Below is a list of some policies, but this list is not exhaustive and the consultant should ensure that all policies are addressed.
 - Pooled cost allocations
 - Procurement
 - Time allocation and time sheet recording

Deliverables and Due Dates

The Consultant shall deliver to the Client the following deliverables, in accordance with the schedule set forth below. Deliverables shall be submitted electronically and shall be in English.

Deliverable No. 1: Updated current state RACI chart and potential future state RACI chart

Deliverable No. 2: Report documenting existing financial workflows in narrative form accompanied by a flow chart. Each transaction cycle should be separately documented. Similar report for suggested improved financial workflows.

Deliverable No. 3: Report documenting list of existing policies and process documents, identifying gaps in compliance with global policies

Deliverables Schedule

The Consultant shall submit the deliverables described above in accordance with the following Deliverables Schedule:

Deliverable No.	Deliverable Name	Due Date
1	Progress Report 1: Updated RACI chart and potential future state RACI chart.	25 th April 2023
2	Progress Report 2: Document existing financial workflows in narrative form accompanied by a flow chart.	15 th May 2023
3	Progress Report 3: Document list of existing policies and process documents, identifying gaps in compliance with global policies	30 th May 2023
4	Progress consultation meetings (2): At SMP PP office (or online)	15 th June & 27 th June 2023

Payment Schedule: The Consultant shall deliver to the Client the following deliverables, in accordance with the schedule set forth below. Deliverables shall be submitted electronically and shall be in English.

- 1) Payment on Signature of agreement = 10%
- 2) Progress Report 1: Updated RACI chart and potential future state RACI chart. = 25%
- 3) Progress Report 2 and Consultation meeting: Document existing financial workflows in narrative form accompanied by a flow chart. = 25%
- 4) Progress Report 3 and Consultation meeting: Document list of existing policies and process documents, identifying gaps in compliance with global policies = 40%

FINAL PROJECT EVALUATION CONSULTANT

I. Project summary and objective.

The Siem Pang Wildlife Sanctuary (SPWS) in Cambodia is a unique, irreplaceable wildlife sanctuary that supports five globally important endangered species of birds and at least 15 other mammals in the IUCN list. Hunting, logging and land grabbing to increase household income in the area are happening. These activities are driven by poverty.

The wildlife-friendly organic rice, the IBIS Rice Scheme provides an opportunity for families in local communities to increase their family income by cultivating high quality rice and linking rice products produced by local communities. Get high quality to market with reasonable price. The surplus price exceeds the market unless the organic and wildlife friendship principles set out in the agricultural contract agreed with the IBIS Rice Conservation company under the collaboration with Sansom Mlup Prey.

Reports to: Executive Director, Sansom Mlup Prey

Location: Phnom Penh

Position Type: Consultant

Internal liaison: Grant and M&E officer

II. Scope of work, duties and responsibilities

- Review relevant documents provided by the stakeholder or donor UNDP GEF SGP.
- Organize the evaluation process, including conducting interviews, organizing discussion groups with project stakeholders (village, commune authorities, relevant departments, donors) and local communities in 7 villages such as La Kai, Pha Bang, Nham Som in Thmor Keo commune and Koh Svay, Khe Krom, Pong Kreal, Kham Phouk in Prek Meas commune, Siem Pang District, Stung Treng Province.
- Make project evaluation reports on the process of evaluating the findings, provide learning experiences during project implementation, and make recommendations for improvement. The project evaluation report in Khmer

and English was prepared by the evaluator in consultation with the stakeholders of the target area.

- Prepare to present and explain the findings of the evaluation at the request of the project prepared to the organization and the management team of the organization to provide comments and recommendations on the evaluation report
- Include all in the final report in both Khmer and English.

III. Methods of evaluation

To demonstrate independence and transparency, consultants are required to use stakeholder assessment tools to review and approve.

- Time: Develop schedules and activities for the assessment period.
- Information Analysis: A tool for measuring the team's ability to reflect with the community on the positives and negatives, as well as the points of interest that will be used for qualitative information analysis. Various tools can be used in this assessment, with discussions with the target community, project beneficiaries and project implementers involved in providing conclusions and recommendations.

IV. Qualifications of consultant

- Bachelor's or Master's Degree in Environmental Project Management, Development Studies or Agriculture
- At least 5 years of experience in project evaluation on climate change, rural development, agricultural projects.
- At least 2 years' experience in developing project monitoring and evaluation system
- Sufficient experience in participatory research
- Experience in data collection, analysis and report writing
- Experience in project management
- Experience and knowledge related to climate change adaptation and mitigation

V. Timeline

Assessment starts from 10th March to 10th April, 2023 includes appointments with project staff, preparation of questionnaires, schedules, project documents, interviews, gathering information in target areas and Write a report.

FINANCIAL INTERN

Duty Station: SMP head office

Report to: Head of Finance with CC to operations manager and ED

Financial intern will be under direct supervision of Finance Officer and Head of Finance based in Phnom Penh. The Financial will receive day to day direction from Head of Finance.

Responsibility: Overall responsibilities and specific duties of the financial intern in SMP Office include:

1. Check and follow up staff clearance and expenses to ensure it is well managed and clearance on time with original documents in place and be completed for annual external auditing.
2. Ensure SMP financial policy, guideline, procedure is perfectly implemented.
3. Assist finance team to prepare and check supporting documents for donors and auditor.
4. Copy, scan supporting documents as required.
5. Filing with proper supporting document monthly to ensure all documents have completed follow SMP's financial policy.
6. Perform other task as assign by SMP management.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in accounting, Finance, or related field
- Under or fresh graduation or minimum 1 year of experience in a role relevant to the field in finance/accounting
- Verbal and written proficiency in English and Khmer languages
- Team building, motivation, analyses, and decision making
- Strong communications, proactive and positive work attitude, problem solving and interpersonal skills
- Microsoft computer skill, accounting program, preferable in Excel Advance
- Strong commitment to the Organization Initiative
- Honest and work hard with in the flexible time

As well as all other work assignments, duties, and/or functions as SMP or its management may designate or instruct during its operation, which may include assignments, duties, and/or functions that vary from the above.

How to apply

Interested candidates are requested to submit CV with cover letter referring position applied. Regarding the role of **Finance and Accounting Consultant** please share your proposal with quotations and for the role of **Final Project Evaluation Consultant** please share your methodologies, action plans with quotation a long with the previous project evaluation reports via email provided in the contact detail (info@smpcambodia.org, and sambath@smpcambodia.org). For more information, regards to this job application via phone: 078 548 800. Only shortlisted candidate will be contacted an interview.