JOB DESCRIPTION

ACCESS 2 Provincial Advisor-Kampong Speu

Provincial Advisor – ACCESS 2

- *Support the implementation and the coordination of the ACCESS 2 program at the sub-national level in Kampong Speu*
- *Role emphasis on disability inclusion, rehabilitation, gender-based violence, decentralisation and support for indigenous communities*
- *Full time, open to local applicants*

About the Program

Phase 2 of the Australia-Cambodia Cooperation for Equitable Sustainable Services program (ACCESS 2) marks a continuation of Australia's flagship bilateral investment in gender equality, disability, rehabilitation, and social inclusion in Cambodia. ACCESS 2 supports the Royal Government of Cambodia's (RGC) key policies and strategies, such as the National Action Plan to Prevent Violence Against Women (NAVAW) and the National Disability Strategic Plan (NDSP). It provides a shared commitment to improving service delivery for survivors of gender-based violence (GBV) and persons with disabilities in Cambodia.

ACCESS 2 plans to work collaboratively with relevant RGC ministries/institutions, (including the Ministry of Women's Affairs (MoWA), Ministry of Social Affairs, Veterans and Youth Rehabilitation (MoSVY), the Disability Action Council (DAC), the Ministry of Health (MoH), and the National Committee for Sub-national Democratic Development Secretariat (NCDD-S). ACCESS 2 recognises the two-way connection between national and subnational levels that is necessary for grounded policy and inclusive service delivery. This means increased sub-national level engagement to effectively operationalise strategy, policy and technical capacity development.

The Goal of ACCESS 2 is: Persons with disabilities and survivors of GBV benefit from access to quality and coordinated services as outlined under the RGC's NDSP and NAPVAW.

1. By 2028, select service providers deliver higher quality GBV and disability services to increasing numbers of people in the target provinces.
2. By 2028, select national and sub-national policy and planning processes respond to the priorities of survivors of GBV and people with disabilities.

About the Opportunity

Abt Global is recruiting **a Provincial Advisor** to support the implementation and the coordination of the ACCESS 2 program at the sub-national level including Kampong Speu.

Under direct supervision of the Decentralisation Lead, the role of Provincial Advisor in the ACCESS 2 program is multifaceted, involving capacity building and coordination support at the sub-national level. Provincial Advisor will provide implementation, coordination, monitoring, and administrative support to the Program team and will work closely with each of the Technical Leads, the Evidence and Learning Manager, Communications and Media Manager and the Team Leader.

Provincial Advisor will work and closely with sub-national Administration partners and the Provincial Coordination Committee (PCC), GBV Response Working Group, Provincial Disability Action Council (which is part of the governance structure of the ACCESS 2 program to oversee the implementation of the ACCESS 2 program at sub-national level). Provincial Advisor will support sub-national administration partners in each respective province including Deputy Provincial Governors, Provincial Disability Action Council (P-DAC), Provincial Department of Women Affairs (PDoWA), Provincial Health Department (PHD) and related stakeholders toward the agreed provincial priorities, and the implementation of RGC's NDSP and NAPVAW at the sub-national level. Provincial Advisor will also work closely with Strategic Implementing Partners based in each province for daily support and coordination of the ACCESS 2 activities including providing technical support to the Organisation of Persons with Disabilities (OPDs).

The Provincial Advisor will also work directly with Strategic Partners Liaison Officers (GBV and Disability) to support the implementation of all interventions across the four ACCESS 2 workstreams: Disability Inclusion, Rehabilitation, Gender-Based Violence and Indigenous.

Core Responsibilities:

Coordination and Administrative Support (Approximatively 50% of time)

- Assume responsibility for day-to-day management of initiatives in the province under the four workstreams;
- Support organisation of internal (Team) and external meetings and workshops (e.g., six-monthly Provincial Coordination Committees meetings, quarterly meetings of the GBV Response Working Group, quarterly meetings of Provincial Disability Action Council (P-DAC)) including preparation and dissemination of meeting materials, presentations, and other secretariat functions;
- Close collaboration with the Strategic Partners Liaison Officers for GBV and Disability and the MEL Officer;

- Collaborate with the Communications and Media Manager and line supervisor in the production and dissemination of program communications materials;
- Coordinate with the Operations and Finance team to provide required program-related information for financial reporting and budgeting;
- Support the Technical Leads and Evidence & Learning Manager in the annual planning process including contributing to reporting, and documentation of lessons learnt, as required;
- Perform other duties as requested in support of the effective implementation of the four workstreams.

Monitoring and Evaluation (Approximatively 20% of time)

- Support the collection and analysis of sex- and age-disaggregated data to input into the program monitoring and evaluation system;
- Support to grantee programs and subnational administration institutions at their respective province in terms of M&E, including preparing M&E system and tools, planning and M&E implementation;
- Contribute to compile and analyse M&E information regarding the progress at their respective province;
- Field monitor activities of grantees through regular field visits and communication at their respective province;
- Ensure that grantees' interventions are contributing to the overall program objectives;
- Coordinate research and analysis, including the engagement of external technical experts and researchers, as necessary, and quality assuring all outputs at sub-national level;
- Support annual planning process.

Support to Technical Assistance and Capacity Building at the sub-national level (Approximatively 20% of time)

- Contribute to the development of awareness raising materials and staff training materials to raise awareness on issues of Disability Inclusion and Gender Equality and ensure that they are integrated into programming;
- Participate in team meetings and workshops, providing input into the design and implementation of program initiatives, where appropriate;
- Provide ongoing support to and maintain a collaborative communication with local OPDs regarding their engagement with the program and local authorities 'priorities.
- Grant Management and Stakeholder Coordination Support (Approximatively 10% of time)
- Support it supervisor in liaison with counterparts at sub-national levels including P-DAC, PoSVY, PDoWA, PHD and others as required;
- Maintain substantial communication and relationship with sub-national administration;
- Support engagement of DPOs and grass root civil society organisations in the Program at sub-national level and national level; and

- Provide grantees with information and support as needed.

About You

We are seeking an individual who has:

- Postgraduate qualification in a relevant area such as social sciences, public health, rehabilitation, gender studies or other development studies.
- Minimum 3 years working in relevant thematic areas, including in coordination, Gender Based Violence, Disability inclusion, decentralisation, project management, and/or monitoring and evaluation activities for large development programs.
- Demonstrated understanding of the complexity of social service delivery for vulnerable groups and/or local governance in Cambodia;
- Strong liaison building skills with a variety of stakeholders, including experience working with government partners;
- Strong skills in capacity building and facilitation, analytical and problem-solving skills;
- Professional written and verbal communication skills in English and Khmer;
- Self-starter and ability to work as part of a team, in collaboration with other technical experts and independently, as required;
- Experience working with NGOs, CSOs, grassroots organisations in service delivery and/or advocacy is a strong asset.
- Holding valid driving car driving license

Commitment to Equity: Abt Global values individuality and celebrates difference with a strong commitment to diversity, equality, racial equity, gender, and disability inclusion. We offer flexible work arrangements and a culturally safe environment for staff members from diverse racial and ethnic backgrounds.

Commitment to Safeguarding: We are deeply committed to safeguarding, to protect and prevent harm and abuse to individuals we work for and who work for us. Our recruitment and selection procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. We will not tolerate discrimination, harassment, child abuse, sexual abuse or exploitation in any form, and expect everyone to be treated with respect and dignity.

Disclaimer: Abt Associates will never ask candidates for money in exchange for an offer of employment.

How to Apply

Please submit your application online; attach your cover letter and CV as a single document addressing how you meet the requirements of this role. Please nominate your preferred province in your application. ACCESS 2 Provincial Advisor-Kampong Speu - Abt Global Careers

Closing Date: Midday AEST, Monday, November 30, 2026