

Position Description

Water Governance Coordinator



Position Title	Water Governance Coordinator
Work Area	Phnom Penh with travel to the provinces
Supervisor	Deputy Team Leader
Working Arrangements	The Water Governance Coordinator will be based approximately 50% of the time at ACP4Climate Phnom Penh office and 50% at the ACP4Climate office co-located within MOWRAM. This position will report to ACP4Climate; however, the incumbent will maintain a close working relationship with relevant MOWRAM officials.

Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

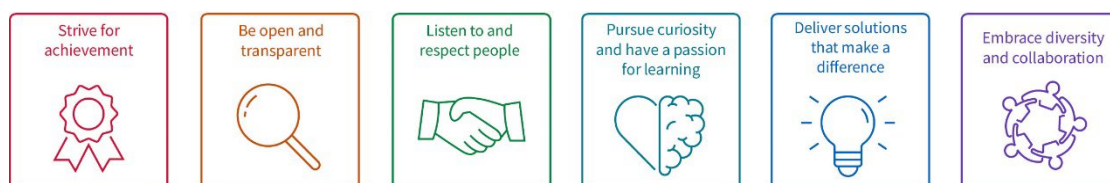
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

Every Tetra Tech relationship is built on trust. Trust that is hard-earned through our proven expertise, our depth of global experience and our commitment to stay one step ahead. We create value throughout the project lifecycle and deliver vital international and local development projects for our clients. Our united group of specialists take enormous pride in collaborating with our project partners. By digging deeper. Thinking smarter. And seeing further. All so we can deliver the smartest solutions, every time.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



Overview of ACP4Climate

The Australia Cambodia Partnership for Climate Resilience (ACP4Climate) is the flagship climate investment of the Australian Government in Cambodia. Delivered in partnership between the Australian Government and the Ministry of Water Resources and Meteorology of Cambodia (MOWRAM), ACP4Climate helps Cambodia adapt to and reduce vulnerability to climate change through improved water governance by adopting by integrated water resource management and strengthened community-based resilience.

ACP4Climate works with government, private sector, development partners, civil society and academic institutions to strengthen national and subnational water planning, guide climate-resilient water investments, and scale inclusive and innovative solutions for climate-resilient water resource management. ACP4Climate works closely with women, persons with disabilities, Indigenous Peoples, and marginalised groups to ensure that they shape and benefit from improved water governance.

Purpose and Objectives

The Water Governance Coordinator will support effective coordination, communication, and secretariat functions between ACP4Climate, MOWRAM, relevant government institutions, development partners, and other stakeholders.

The position will serve as a key coordination focal point to facilitate smooth implementation of program activities, strengthen stakeholder engagement, and support the effective functioning of ACP4Climate and other relevant governance mechanisms. The Water Governance Coordinator will coordinate closely across the ACP4Climate team to ensure that the program is responsive to MOWRAM priorities and supports coordinated and timely implementation across all ACP4Climate End of Program Outcomes.

The Water Governance Coordinator will provide day-to-day coordination support, including preparation of meeting documentation, follow-up actions, information sharing, and maintenance of records to ensure effective communication and collaboration among stakeholders. The Water Governance Coordinator will also support the preparation and review of correspondence, briefing materials, and other key documents in Khmer and English, as required.

Key Responsibilities

The Water Governance Coordinator will support ACP4Climate through coordination, liaison and secretariat functions, with a focus on water governance and institutional coordination.

Secretariat and Coordination Support

- Provide secretariat and coordination support to the ACP4Climate governance and other relevant coordination platforms.
 - Provide coordination, liaison and support to relevant MOWRAM officials and the Chairs of relevant governance mechanisms, including preparation, follow-up, and communication of key decisions and priority actions.
 - Coordinate with relevant members to prepare draft agendas, briefing notes, meeting materials, minutes, and action-tracking documents.
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- Support the preparation and review of official correspondence, internal briefing materials, and key messages in Khmer and English, as required.
- Organise and coordinate meetings, workshops, consultations, field visits, and stakeholder engagement activities, including coordination with relevant MOWRAM departments, other ministries, agencies, and program partners.
- Follow up on agreed actions and support timely implementation, reporting, and communication with relevant stakeholders.
- Support coordination among relevant MOWRAM departments and communication between technical officials, senior leadership, and ACP4Climate.
- Maintain proper documentation, records, and institutional knowledge related to governance and coordination processes.
- Support translation and review of relevant program documents and communication materials, as required.

Knowledge Management and Capacity Building

- Capture lessons learned and support knowledge sharing among stakeholders.
- Contribute to technical briefs, reports, communication materials, and presentations, in coordination with relevant ACP4Climate technical specialists.
- Support the coordination and delivery of capacity-building activities related to water governance and institutional coordination
- Facilitate the exchange of information and learning among government agencies and partners.
- Coordinate learning exchanges, study visits and peer-learning activities to enhance learning on water governance and Integrated Water Resources Management (IWRM).
- Maintain and organise relevant knowledge products, lessons, and learning materials so they are accessible to MOWRAM, ACP4Climate, and other program partners.

Program Support and Gender Equality, Disability and Social Inclusion (GEDSI)

- Support the preparation of work plans, activity implementation, monitoring, and reporting processes related to water governance activities.
- Facilitate communication, coordination, and problem-solving among stakeholders to support effective program implementation.
- Support adaptive management processes by tracking implementation progress, identifying emerging issues, and facilitating timely follow-up actions.
- Support inclusive stakeholder participation and ensure GEDSI considerations are reflected in coordination and engagement activities, in collaboration with relevant ACP4Climate GEDSI and technical specialists.
- Uphold safeguarding standards by identifying, reporting, and managing risks of harm in planning, stakeholder engagement, consultations, field activities, and knowledge-sharing to ensure safe, accessible, inclusive, and culturally appropriate participation.
- Support a zero-tolerance approach to sexual exploitation, abuse, harassment, discrimination, exclusion, retaliation, and any other form of harm.
- Provide administrative and coordination support for program activities, meetings, workshops, and consultations as required.
- Track progress on key actions and support timely delivery using relevant ACP4Climate based on the MERL systems.
- Provide regular updates on implementation progress, emerging coordination issues, and follow-up requirements.
- Undertake other relevant tasks consistent with the scope of the position as required.

Selection Criteria

This position is reserved for Cambodian nationals.

Cambodian government employees are not eligible for employment with ACP4Climate.

Qualifications

- A master's degree in a relevant field such as public policy, international development, environmental governance, water governance, social sciences, rural development, or a related discipline

Experience

- At least 7 years of relevant professional experience in government coordination, policy advisory, stakeholder engagement, program implementation, institutional engagement or governance-related initiatives.
- Experience working with donor-funded programs, NGOs, regional organisations, or development partners is desirable.
- Demonstrated experience engaging with Cambodian government ministries and agencies, with the ability to facilitate coordination in complex institutional and policy environments.
- Experience supporting evidence-based policy development, governance reform processes, institutional strengthening, or strategic planning initiatives is highly desirable.
- Experience in water governance, climate resilience, or related environmental and natural resources sector is preferred.
- Experience integrating GEDSI, community participation, Indigenous Peoples engagement, or locally led development approaches into programs or projects is desirable.

Knowledge and Skills

- Strong knowledge of water governance and climate resilience, and sustainable natural resource management in Cambodia and Mekong region.
- Ability to review and synthesise technical documents, including water assessments, strategic plans, policy documents, and related technical materials.
- Strong understanding of Cambodia's government systems, institutional arrangements, coordination mechanisms, and policy environment.
- Excellent coordination, facilitation, stakeholder engagement, and problem-solving skills, with the ability to manage multiple priorities and work effectively in complex institutional environments.
- Demonstrated experience facilitating dialogue and collaboration among government institutions, civil society organisations, Indigenous Peoples, development partners, and local communities, and other stakeholders.
- Strong understanding of GEDSI, community participation, and locally led development approaches.
- Ability to communicate technical and policy information clearly to government officials, development partners, communities, and other stakeholders.
- Strong organizational skills and attention to detail, including the ability to maintain records, track agreed actions, coordinate follow-up activities and support effective program implementation.
- Excellent written and spoken English and Khmer, including strong drafting, editing, translation, report writing, stakeholder communication and presentation skills.

Personal Attributes

- High level of integrity, honesty and professional discretion.

- Collaborative and inclusive working style, with the ability to build trust and maintain effective relationships across institutions.
 - Proactive problem-solver with strong risk awareness and sound judgement.
 - Strong attention to detail and ability to work under pressure to meet deadlines.
 - Commitment to safeguarding, GEDSI, and locally led development principles.
 - Professional, respectful and culturally aware in stakeholder engagement.
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Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment, Modern Slavery and Safeguarding

Tetra Tech has a zero-tolerance approach to sexual exploitation, abuse and harassment ('SEAH'), child abuse and exploitation, modern slavery and safeguarding related retaliation, and this zero-tolerance extends to inaction. Tetra Tech is committed to being a child safe organisation, and to promoting a culture that supports gender equality, and addresses the gendered drivers of violence against women and children. It is committed to fostering a culture where we prevent and respond decisively and appropriately to harm against people, and that all people are treated with dignity and respect, irrespective of country, program, or office where we work. This will require compliance with Tetra Tech's Safeguarding and other Codes of Conduct and our associated safeguarding policies (Child Protection and Child Safety, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policy and procedure, and Modern Slavery. Any successful applicants will be required to undertake satisfactory referee and criminal record checks prior to being appointed to any position.

Tetra Tech does not charge money or any kind of fee at any stage of the recruitment process (this includes applications, interviews, meetings, processing, administration, service and training).

Tetra Tech will never ask for sensitive information, such as bank account or other login details, including username or password.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.