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Job description

Administration and Finance Officer

Project description

The *Data & Digital – Evidence based for policy making* project is a three-year initiative which aims to strengthen the governance and quality of Cambodia's education system by introducing and integrating digital tools and data-driven approaches. The project combines short-term "quick wins" with longer-term structural strategies to promote sustainable, institutional change aligned with the Ministry of Education, Youth and Sports' (MoEYS) strategic priorities.

At its core, the project supports the deployment and national adaptation of the *Platform for Innovative Learning Assessments* (PILA), a digital formative assessment tool in Khmer developed by the OECD. Initially rolled out in a pilot phase in selected secondary schools and teacher training institutions, PILA focuses on improving students' mathematics learning while fostering critical thinking, self-regulation, and digital inclusion; strengthening teachers' capacity to monitor and assess students' skills; and providing data and analytical tools for public policy makers to improve educational sector practices and policies.

The intervention adopts a participatory and capacity-building approach, engaging stakeholders at institutional, technical, and implementation levels. It builds their professional capacities and promotes evidence-based policymaking by:

- Output 1: Operationalizing the PILA platform and training educators and MoEYS staff through a cascading training model.
- Output 2: Creating spaces for peer learning and dialogue to improve the use of education data for policy and practice, supporting performance-based management and decentralization reforms.
- Output 3: Providing responsive technical assistance and policy dialogue support to both MoEYS and the EU Delegation (EUD), including high-level events and mobilization of European expertise.

The action is funded by the European Union in Cambodia and the French Ministry of Europe and Foreign Affairs, and be co-implemented by Expertise France (EF) and the OECD. Expertise France has been designated the Coordinating Agency for this partnership.

The duration of the action is scheduled from March 2026 to February 2029 (36 months) with a budget of 2.600.000 EUR.

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Assignment description

Based in the premises of the Ministry of Education, Youth and Sports in Phnom Penh, the Administration & Finance Officer will oversee and manage the comprehensive financial, administration, logistics and procurement framework of the project in cooperation with implementing partners (OECD), while supervising specifically EF contract with European Union. This includes establishing and monitoring contract systems, ensuring compliance, managing financial planning, supervising administrative functions, and providing day-to-day collaboration with the support staff working with the MoEYS for the project (logistics and project assistant notably) in charge of providing financial and administrative support to the project.

Reporting to the Team Leader, the Administration & Finance Officer is assigned the following primary responsibilities:

Responsibility 1: Grant Management

- Set up and monitor the overall contract management system of the project, ensuring compliance with EU and Expertise France procedures and requirements.
- Establish a robust archiving system from project onset to ensure accessibility of all documentation (both physical and digital) for seamless team operations, smooth personnel transitions, and audit compliance.
- Ensure adherence to donor and organizational regulations throughout the grant lifecycle.
- Track and manage grant budgets, identifying variances and proposing adjustments when necessary.
- Oversee the preparation and submission of timely and accurate reports to donors.
- Identify and mitigate risks associated with grant implementation, including financial, operational, and compliance risks.
- Prepare for and facilitate audits, ensuring proper documentation and compliance.

Responsibility 2: Finance

- Provide overall financial planning support to the Team Leader, advise on spending and financial spending strategies, provide accurate financial outlook of the project on a regular basis.
- Constantly check the integrity and robustness of financial procedures, possible mismanagement and suggest corrective actions to minimise losses.
- Consolidate and review timely and accurate financial reporting for all the project components, in accordance with deadlines and contractual terms.
- Manage agreements and services with banks and other financial institutions.
- Monitor and regulate the movement of cash, liquidity management, the bank transactions and transfers, beyond the set of internal controls – possibly in collaboration with other EF projects in Cambodia.
- Support the overall management, planning, and implementation of EF and implementing partners' budget according to contractual budget.
- Lead the development and revision of EF budget forecasts whilst ensuring consistency between budget planning and operational planning. Identify any discrepancies and propose and implement necessary adjustments.

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Responsibility 3: Administration

- Ensure a smooth and compliant administrative working environment at all levels of the project, through solid internal controls and reporting, sound coordination between implementing partners, and internal audits.
- Ensure that all necessary agreements necessary for the project operations (including VAT exemption) are in place and keep updated on administrative rules and regulations pertaining to the activities of EF.
- Ensure EF international staff visas are in place and followed up through correct processes.
- Manage EF's relationship with legal advisors (if necessary).

Responsibility 4: Logistics and Procurement

- Coordinate support to all project's procurement and logistics needs inclusive of related information management and maintenance, requests for quotations, quality control and ensuring the set procedures are followed
- Monitor procurement procedures and ensure that items are accounted for and quality/quantity controlled in stock reports and asset inventory management systems.
- Set up and manage all necessary service contracts in line with EF procedures and tools.
- Ensure IT equipment, network, and security protocols are in compliance with EF and donor policy and guidelines.
- Ensuring that agreed measures for safety and security are in place and adhered to by all staff, in link with the Team Leader.

The Administrative and Finance Officer will have to collaborate with the HQ staff whenever necessary.

Profile required

Required Skills:

- Relevant university degree related to finance and business administration (or any related field: procurement, logistics, law, etc.).
- Excellent general knowledge of finance, administration, logistics functions.
- Good understanding of EU grant management procedures is required.
- Proven experience in engaging institutional relations with national authorities and donors.
- Capacity to liaise and coordinate with various actors including financial services and suppliers.
- Excellent project planning, organisational, interpersonal and communication skills.
- Strong analytical, interpersonal and communication skills.
- Ability to prioritize tasks and work under pressure/respond to urgent requests.
- Self-starter with the ability to work independently with minimal supervision.
- Full command of standard computer applications (Microsoft Office) and ability to understand and adapt quickly to new software (procurement, accounting, etc.).
- Languages: fluency in English required, both written and verbal. French is a strong asset.

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Required Experience:

- A minimum of 5-7 years of relevant work experience in a similar position in international cooperation or development aid sector for public agencies, INGO or other international agencies.
- Ability to successfully manage and develop staff, especially remotely, as demonstrated by experience.
- Ability to manage partners, sub-contracts, with all required reporting requirements.
- Experience in working and coordinating with international and national partners, government, and donor agencies.

Complementary Information

- Job location: Phnom Penh, Cambodia
- Contract information: open to Cambodian nationals only
- Starting date: March / April 2026

Application

Documents to be provided:

- A CV
- A cover letter
- Two business references

Applications must include the project reference: 24PSE0C251 / Administration & Finance Officer.

Candidates interested in this opportunity are invited to submit their application as soon as possible. Expertise France reserves the right to pre-select candidates before the recruitment closing date.