



## Job announcement

### Language Assistant to the Resident Twinning Adviser

The EU Twinning Project entitled “*Strengthening Tax Revenue Collection in Cambodia*”, funded by the European Union, has been awarded to a European consortium composed of France (Lead Member State), represented by the General Directorate of Public Finances (DGFIP), and Finland (Junior Member State), represented by HAUS kehittämiskeskus Oy – HAUS Finnish Institute of Public Management Ltd.

With a duration of 27 months, starting on 03/09/2025, this EU Twinning Project aims to support the improvement of tax revenue collection and promote the efficient and fair mobilisation of tax revenues in Cambodia. The beneficiary institution is the General Department of Taxation (GDT) under the Ministry of Economy and Finance of Cambodia.

Expertise France, mandated body as well as lead agency for the French international technical expertise and subsidiary of the French Development Agency (AFD) Group, is responsible for the administrative and financial management of the Twinning Project, in support of the DGFIP.

The Resident Twinning Adviser (RTA), who is in charge of the operational implementation of the EU Twinning Project, will be assisted by two (2) local assistants, a Project Assistant and a Language Assistant, both of whom will report to him. The Project Assistant to the RTA will assist him in his daily work, focusing on administrative tasks, logistics, etc., while the Language Assistant to the RTA will focus on translation and interpretation tasks. However, both assistants must be able to deputise and assist each other if necessary.

#### Job description:

- **Job title:** Language Assistant to the RTA
- **Location:** Phnom Penh
- **Type of contract:** local contract – full-time. The assistant will have an operational and hierarchical link with the Resident Twinning Adviser and Expertise France.
- **Duration:** the contract will run from the date of its signature until the end of the Twinning implementation period (02/12/2027), with a 3-month trial period.
- **Important:** according to the specific rules of the EU Twinning Projects, the applicant must not have been in any contractual relation with the public sector in Cambodia at least six (6) months prior to the starting date of his/her hiring.

#### Duties and responsibilities:

Under the direct supervision of the RTA and Expertise France, the Language Assistant is required to:

- Translate project documentation, training materials, reports, presentations, etc. from English into Khmer and vice versa;
- Provide simultaneous interpretation from/to Khmer/English during meetings, seminars, conferences, workshops, etc., as well as study visits and internships programmed in the European Member States;
- Assist Cambodian internship and study visit participants when travelling to the European Member States;



- Assist the RTA in communication, liaison and general working relations with the beneficiary administration, local institutions and partners relevant to the project activities, as well as with members of the project management team (Consortium's members) and short-term experts;
- Assist the RTA in drafting, reviewing and editing quarterly and final project reports and other relevant documents (newsletters, PPT presentations, etc.) in English and Khmer;
- Support the RTA and the Project Assistant in the organisation of meetings, experts missions, trainings, seminars, workshops, Steering Committee meetings and other project events;
- Contribute to the organisation of study visits and internships in the Member States;
- Working closely with the Project Assistant to the RTA on all administrative and logistical tasks, whenever required;
- Maintain confidentiality in all matters related to the project.

#### **Requirements:**

- Cambodian national;
- Bachelor's degree in foreign languages, international relations, translation and interpreting or related fields;
- Familiarity with international projects and/or environments;
- Native Khmer speaker and fluent in spoken and written English;
- Ability to write documents and prepare reports in both the Khmer language and the English language;
- Ability to translate and interpret from/to English with proven experience;
- Good knowledge of French language, both written and spoken;
- Excellent knowledge of MS Office (Outlook, Excel, Word, Power Point, etc.) and internet browsers, and very good ability to write emails;
- Punctuality, availability and flexibility;
- Discretion and diplomacy;
- Organisational skills: autonomy; rigour and method; sense of responsibility; ability to prioritize;
- Good communication skills with Member States' experts and other stakeholders (including high-level officials) involved in the project;
- Good people and interpersonal skills, particularly in an intercultural context;
- Ability to work both independently and as part of a team;
- Availability for travel to Europe for periods of up to several weeks at a time.

#### **How to apply:**

Interested candidates must submit their CV (Europass format) as well as a motivation letter in English via e-mail to the following addresses: [solveig.merrien@expertisefrance.fr](mailto:solveig.merrien@expertisefrance.fr) and [carole.donguy@expertisefrance.fr](mailto:carole.donguy@expertisefrance.fr) with object « TWINNING DGFIP CAMBODIA – RTA LANGUAGE ASSISTANT ».

**Application deadline:** November 15, 2025.

Applications received after this date will not be considered. Only shortlisted candidates will be invited to attend an interview. Interviews are expected to be conducted in Phnom Penh.