



Job announcement

Project 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:** Project 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 Project Assistant is required to:

- Support the RTA in the implementation and application of project administrative, financial and procurement rules, policies and procedures, and act as a focal point for Cambodian administrative, financial and procurement policies and procedures;
- 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;



- Support the RTA in the organisation of meetings, expert missions, trainings, workshops, seminars and other project events, in particular by ensuring the logistical preparation (booking of air/train tickets, hotels, meeting rooms and airport pick up, confirming meetings, etc.);
- Draft minutes and prepare other relevant documents for Steering Committee meetings and other meetings as required;
- Prepare and ensure signature of mission certificates;
- Contribute to the logistical organisation of study visits and internships in the Member States;
- Provide day-to-day secretarial and administrative support, including handling correspondence, managing supplier relations, sharing, filing, and archiving all project documents (such as mission certificates, mission reports, invoices, deliverables, etc.) in accordance with the Twinning Manual and the final project audit requirements;
- 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, and sending them to relevant stakeholders and partners;
- Check supporting documents for payments, review financial reports;
- Provide translation and interpretation services from/to English as required;
- Maintain confidentiality in all matters related to the project.

Requirements:

- Cambodian national;
- Bachelor's degree in international relations, management, administration or related fields;
- Experience in project implementation and management, including logistical management, preferably in an international environment;
- General knowledge of EU-funded projects procedures would be an asset;
- Excellent knowledge of MS Office (Outlook, Excel, Word, Power Point, etc.) and internet browsers;
- Excellent written and spoken English and Khmer (good writing skills, ability to summarise and analyse);
- Knowledge of French would be an advantage;
- Interpreting and translating skills;
- 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 to travel occasionally.

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 and carole.donguy@expertisefrance.fr with object « TWINNING DGFIP CAMBODIA – RTA PROJECT 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.