



Job announcement

Project Assistant to the Resident Twinning Adviser

The EU Twinning Project entitled "*Supporting Upper-Secondary (Grade 10, 11, 12) Technical Education Reforms in Cambodia*", funded by the European Union, has been awarded to a European consortium composed of France (represented by Expertise France and in partnership with France Education International), Finland (represented by OMNIA The Joint Authority of Education in Espoo Region) and Germany (represented by Federal Ministry for Economic Affairs and Climate Action, the Federal Institute for Vocational Education and Training, and the Hamburg Institute for Vocational Education and Training).

With a duration of 36 months, starting on 19/08/2024, this EU Twinning Project general objective is to support the transition of Cambodian upper-secondary technical education towards a 21st century and EU-inspired work-based learning (WBL) system. The beneficiary institution is the Ministry of Education, Youth and Sport (MoEYS) of Cambodia.

In this context, the Resident Twinning Adviser (RTA), who will be responsible for 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.
- **Gross salary:** based on profile and experience.
- **Duration:** the contract will run from the date of its signature until the end of the Twinning implementation period (18/08/2027), 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.);
- Monitor the rolling work plan and assist in its preparation;
- 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 correspondence, supplier relations, sharing, filing and archiving of all project documents (mission certificates, mission reports, invoices, deliverables, etc.) in accordance with the provisions of the Twinning Manual and the end-of-project audit;
- 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: manuel.azibi@ac-lyon.fr and carole.donguy@expertisefrance.fr with object « TWINNING CAMBODIA – RTA PROJECT ASSISTANT ».

Application deadline: September 9, 2024

To be recruited as soon as possible.

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