



Job Announcement

GIZ is a federally owned enterprise and is supporting the German Government in achieving its objectives in the field of international cooperation for sustainable development.

The FABRIC Cambodia project supports the sustainable transformation of the Cambodian garment sector, to ensure its continued competitiveness in light of evolving trade requirements of international markets. The respective focal areas are working conditions of workers as well as environmental management in garment factories. Key activities include the multi-stakeholder initiatives “Circular Fashion Partnership” and the creation of the “Women Empowerment Network” - both scaling-up the previous successes around fabric waste recycling and the “Women Empowerment House”.

The EU-German GATE Project works to improve regulations, measures and practices in Cambodia in support of inclusive and sustainable exports to the EU and regional markets. The main direct beneficiaries are the Ministry of Commerce (MoC), the Ministry of Economy and Finance (MEF), especially the General Directorate of Customs and Excise (GDCE) and selected other public and private entities. The EU-German GATE project’s activities encompass five outputs that contribute to Cambodia’s trade readiness, trade facilitation, digital economy facilitation, and SMEs’ growth.

The two projects form part of a cluster with more projects supporting sustainable economic development in Cambodia, including in the areas of SME development, digitalization, as well as technical and vocational education and training (TVET). Together these projects will share a joint office space in Phnom Penh from mid-2026.

We are seeking a highly dedicated and knowledgeable national candidate for the position of **Administrative Assistant based in Phnom Penh.**

The main duties of the position include:

- providing administrative services for across projects in the area of economic development
- ensuring that the cluster office administration runs smoothly
- meeting the administrative needs of the programme independently, with a minimum of intervention
- ensuring that financial and administrative regulations are complied with
- providing secretariat work, office administration and general services
- offering procurement and financing services
- providing support to and collaboration with the project teams, GIZ country office and service unit (finance / procurement) colleagues, as well as counterparts
- offering other duties/additional tasks assigned by project managers and team leads

Required Entry Qualifications and Competencies

- Upper secondary school education
- certificate/degree or similar qualification from a recognised college or university
- At least 3 years professional experience in a comparable position

- good working knowledge of ICT devices (computer, smart phone etc) and relevant software (in particular MS Office)
- effective communication and fluency, both written and spoken in English and Khmer
- ability to work with flexibility, efficiency and results orientation
- willingness to take initiative with ability to work independently on various subjects related to administration
- very good organizational skills
- willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

How to Apply

Interested and qualified candidates are invited to submit the following:

- **Cover Letter:** Please specify the job title and justify how you meet the requirements. **Note:** Salary expectations (gross amount) must be included.
- **Updated CV:** Please do not attach certificates or diplomas at this stage.
- **Recommendation Letters:** Copies of your most recent recommendation letters from previous employers. (Please consolidate multiple letters into one PDF document)

Contact Details:

GIZ Office Phnom Penh

Email: hr-cambodia@giz.de

Closing date: 5 April 2026

Women, diverse people, and people living with disabilities who consider themselves to have suitable qualifications are encouraged to apply.

Only shortlisted candidates will be contacted for an interview within two to four weeks after the application deadline.

You can find this job advertisement on our Facebook page: www.facebook.com/gizcambodia and LinkedIn page: www.linkedin.com/company/giz-cambodia.

Important: All applications **must** be submitted directly to our official email address: hr-cambodia@giz.de. Applications will only be processed if submitted through this designated channel.

Privacy Notice for Applicants:

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is committed to protecting your personal data. All personal information you provide during the application process will be collected, processed, and stored in accordance with applicable data protection regulations, including the EU General Data Protection Regulation (GDPR).

By submitting your application, you consent to the processing of your personal data for recruitment purposes. Your data will be used solely within the context of the recruitment procedure and will not be disclosed to third parties without your consent, except where required by law. Your personal data will be retained only as long as necessary for the recruitment process and according to statutory retention periods.