



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 Cambodian-German-Swiss-Luxembourg Improved Service Delivery for Citizens in Cambodia (ISD) Programme, Phase II, financed by the German Federal Ministry of Economic Cooperation and Development (BMZ), the Swiss Development Cooperation and Luxembourg (LuxAid), has the following objective: The population in selected partner provinces of Cambodia has access to improved inclusive, climate sensitive and digital services of districts and municipalities. To achieve this objective the GIZ ISD programme has a 4-year implementation period, starting from 1st January 2026 to 31st December 2029. The programme will collaborate with the Secretariat of the National Committee for Subnational Democratic Development (NCDD-S) and other cooperation partners such as line Ministries, local administrations of Battambang, Siem Reap, Banteay Meanchey and Stung Treng provinces, the National School of Local Administration (NASLA), etc. and non-governmental organisations in line with key strategic areas outlined in the National Programme on Sub-National Democratic Development, Phase 2 (NP-2) 2021-2030.

The main areas of the project's interventions include the provision of public services through the One Window Service Office (OWSO) and other sectoral services (to be defined). The programme also focuses on strengthening the institutional capacities of district and municipalities (DMs), enhancing planning and budgeting systems, improving citizen participation mechanisms such as the Ombuds Office's complaint mechanism and social accountability, and addressing cross-cutting topics like gender and digitalisation. Other key interventions encompass conducting studies, developing policies, facilitating peer-learning, and providing institutionalized training, linking and reflecting policy development with its implementation. The project's activities will be implemented at the central level in Phnom Penh and at provincial and district administrations in the target provinces of Battambang, Siem Reap, Banteay Meanchey, and Stung Treng.

We are seeking highly dedicated and knowledgeable national candidates for **Capacity Development Advisor position based in our Phnom Penh office.**

The main duties of the position include:

- Lead the design, implementation, and monitoring of capacity-building initiatives aimed at strengthening service provision systems, with a focus on inclusivity, climate sensitivity, and digitalization.
- Contribute directly to improving practitioner competencies
- Foster peer learning ecosystems to enhance Development Management (DM) service delivery.

The **Capacity Development Advisor** performs the following tasks in the area of:

1. Capacity Development Strategy & Implementation.

- Lead the design and operationalization of a comprehensive capacity development strategy that aligns with overall programme objectives and supports improved DM service provision.
- Develop, adapt, and institutionalize training modules across relevant sectors, ensuring they are practical and directly support District and Municipal practitioners in delivering services that are inclusive, climate-sensitive, Digitally enabled

- Ensure all training content is context-specific, demand-driven, and tailored to the needs of practitioners, enhancing usability and application in day-to-day service delivery.

2. Development of Training Modules

- Lead and collaborate with technical experts for the creation, adaptation, and rollout of standardized training curricula and materials.
- Collaborate with technical experts to integrate best practices and innovations.
- Facilitate Training of Trainers (ToT) to support institutionalization and scalability.
- Ensure training modules are effectively integrated and embedded within partner institutions to promote long-term sustainability and adoption.
- Collect and analyze feedback from training participants to assess usefulness and effectiveness and continuously improve learning approaches and materials.

3. Strengthening Peer Learning Networks

- Support the establishment and operationalizing peer learning networks focused on key aspects of DM service provision, enabling knowledge exchange and continuous professional development among practitioners.
- Support to facilitate regular knowledge exchange sessions (workshops, webinars, communities of practice).
- Promote cross-learning, documentation of best practices, and knowledge sharing among practitioners.
- Support network governance, coordination, and sustainability mechanisms.

4. Monitoring, Evaluation, and Learning (MEL)

- Develop tools to assess effectiveness and usability of training modules.
- Track and report on:
 - Number of operational peer learning networks
 - Number of practitioners who find training modules useful for their work
- Conduct feedback surveys, learning assessments, and impact evaluations.
- Use data to continuously improve training approaches and learning platforms.

5. Stakeholder Engagement

- Serve as the designated focal point for partner ministries and relevant institutions, ensuring effective coordination, communication, and timely implementation of programme activities
- Engage with government agencies, training institutions, and implementing partners to promote adoption of training modules.
- Build partnerships to strengthen institutional capacity development systems.
- Represent the program in technical working groups and relevant forums.

Required Qualifications and Competencies:

Qualifications

- University Degree in Development Studies, Education, Public Administration, or related field.

Professional Experiences

- Minimum 5 years of experience in capacity development, training design, or organizational development.

- Proven experience in developing and institutionalizing training programs.
- Experience facilitating peer learning, communities of practice, or knowledge networks.
- Familiarity with inclusive development, climate change, and digital transformation is highly desirable.
- Monitoring, evaluation, and learning (MEL) skills
- Experience of working with Government Agencies, International Organisations, Consultancies, Bi-lateral Agencies or NGOs active in the field of Governance, Good Governance

Other knowledge, additional competences

- Ability to work individually and as a team;
- Excellent spoken and written Khmer and English;
- Strong computer skills including good command of IT tools (such as Word, Excel, PowerPoint, Outlook, MSteam, Loop.... etc.)
- Good knowledge of government's working procedures;
- Willingness to regularly travel within Cambodia;

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: 30 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.