



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, from 1st January 2026 to 31st December 2029. The programme collaborates with the Secretariat of the National Committee for Subnational Democratic Development (NCDD-S) and other cooperation partners such as line ministries, the local administrations of Battambang, Siem Reap, Banteay Meanchey and Stueng 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 project's main intervention areas include (1) the provision of public services through the One Window Service Office (OWSO) and other sectoral services (water, waste, social services) (2) strengthening the institutional capacities of district and municipalities (DMs), (3) enhancing planning and budgeting systems, (4) improving citizen participation mechanisms and (5) enhancing social accountability. 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 are 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 Stueng Treng. Across all its intervention areas, the project addresses cross-cutting issues of climate change, gender equality and digitization. The project applies Do no harm and leave no one behind principles.

We are seeking highly dedicated and knowledgeable national candidates to fill out the positions of **6 (Six) District and Municipality Advisors (DMAs)**, based in our Province Offices in **Banteay Meanchey, Stueng Treng, Siem Reap and Battambang**

Please clearly indicate the preferred location you are applying for in the cover letter.

The main duties of the position include:

- Provide technical and process advisory to selected Partner Districts and Municipalities (DMs) in areas related to the Programme's support
- Provide expert advisory in **at least one** of the following key topics: (1) Water and Sanitation, (2) Climate Change Adaptation, (2) Local Planning and Budgeting Processes (urban/rural/sector) (4) Organizational Development, (5) Education (Early Childhood/Primary/Secondary) (6) Disaster Management
- Facilitate vertical and horizontal knowledge sharing and learning across subnational and national level partners

The **District and Municipality Advisor** performs the following tasks in the area of:

1. Provide technical and process advisory to selected Partner Districts and Municipalities (DMs)

- Act as a designated focal person for selected DMs by establishing and maintaining good relations, and coordinating the planning, implementation and monitoring of Programme activities in the respective DMs;
- Identify, coordinate and implement capacity building measures that strengthen the operational capacities of DMs to effectively and independently plan, budget, implement and improve administrative and sector services for citizens
- Support selected DMs in analysing, designing, and improving their organizational performance with an additional focus on organizational development measures that support and advance women leadership
- Contribute to strengthen inclusive participation and accountability mechanisms that inform planning and budgeting processes at district level, and support the implementation of feedback-driven service delivery improvements
- Lead the optimization of processes and procedures in selected Partner DMs by managing change processes, fostering innovation and strengthening process ownership amongst DM staff

2. Provide expert advisory in one of the key topics of the Programme

- Assume an expert role within the team in one of the Programme's key topics, independently conceptualizing and developing advisory products, organizing thematic exchanges and providing guidance, advice, trainings and coaching to partner DMs and team members on this topic
- Advise and support selected DMs in implementing the (SNDD) reform including through peer and vertical learning formats
- Advance gender equality, inclusion and climate-sensitivity in sector planning and implementation

3. Facilitate vertical and horizontal knowledge sharing, learning and coordination across subnational and national level partners

- Support the capacity development of selected DMs in documenting good practices and lessons learnt and communicating them effectively on relevant platforms (e.g. peer-learning networks, conferences, stakeholder fora)
- Conceptualize and establish selected peer-learning networks to enhance learning across DMs
- Support the formulation of policy proposals based on the lessons learnt and best practices from implementation at subnational level
- Identify and propose the scaling up of successfully piloted innovations through appropriate channels (e.g. peer-learning networks, policy discussions etc.)
- Facilitate multi-level governance and stakeholder coordination, exchange, communication and cooperation to advance the successful implementation of the SNDD reform

4. Other Duties

- Contribute to the planning, implementation, monitoring and reporting of Programme
- Support the setting up and implementation of steering and/or coordinating structures (e.g. operational steering committees)
- Actively identify and pursue opportunities for business development, collaboration and cooperation with relevant actors (donors, private sector actors, International Organizations, Non-government organizations etc.)
- Contribute to the development of the Cluster Portfolio “People and Public Services”, e.g. by creating synergies, business and portfolio development opportunities
- Support the preparation of delegation and other high-level visits, study trips and events
- Assume a facilitation role in meetings and carry out administrative responsibilities where required
- Performs other duties and tasks at the request of management.

Required Qualifications and Competencies:

Qualifications

- University Degree in Public Administration, Financial Administration, Public Policy, Business Administration, Water Management, Waste Management, Climate Policy, Disaster Management, Urban Planning, Education, Gender Studies and other related fields;

Professional experience

- At least 5 years of professional experience working with or in subnational administrations, ideally working on improving service delivery
- At least 5 years of professional experience in **one** of the following fields, ideally working in or collaborating with government institutions at national or subnational level: (1) Water and Sanitation, (2) Climate Change Adaptation, (3) Local Planning and Budgeting Processes (urban/rural/sector) (4) Organizational Development, (5) Education (Early Childhood/Primary/Secondary) (6) Disaster Management
- Demonstrated professional experience as a trainer, facilitator or advisor
- Work experience in implementing the Decentralisation and Deconcentration Reform
- Experience of working with Government Agencies, International Organisations, Consultancies, Bi-lateral Agencies or NGOs active in the field of Governance

Other knowledge, additional competences

- Excellent spoken and written Khmer and English
- Conversant with Microsoft Office (e.g. Word, Excel, Outlook, Power Point)
- Good knowledge of government’s working procedures
- Proven ability to work effectively as part of a team while simultaneously managing diverse responsibilities and proactively exploring creative avenues and innovative approaches to achieve organizational goals
- Demonstrated understanding of issues related to equality and inclusion (especially regarding gender, disabilities and age, displacement); ideally with prior work experience working with specific groups

- Prior experience in successfully setting up Public-Private-Partnerships is considered an asset

Other requirements

- Willingness to regularly travel within Cambodia, predominantly to the partner districts of Battambang, Siem Reap and Banteay Meanchey Province (depending on duty station).

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. In addition, please clearly indicate the location you are applying for (Siem Reap, Battambang, Banteay Meanchey or Stueng Treng) in the cover letter and whether you are open to more than one location.
- **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.