



National Internship Announcement **Intern 1: Export Promotion – SME & Event Coordination** **Intern 2: Trade Policy and Digital Economy**

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 objective of the EU 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 project focuses on five main Output areas:

Output 1: Strengthened capacity of target public and private sector stakeholders in formulation and implementation of laws, policies, and strategies on environmentally sustainable and socially inclusive trade development (gender and disability inclusive and resulting in decent work conditions) with a focus on graduation from least developed country (LDC) status

Output 2: Improved capacity of target private and public sectors' stakeholders on legal and regulatory framework for the digital economy, including Consumers' and data protection rights

Output 3: Enhanced capacity of the General Department of Customs and Excise (GDCE) and Other Government Agencies (OGA) in risk management application

Output 4: Strengthened capacity of GDCE and OGAs in trade facilitation

Output 5: Increased capacity of target SMEs, including women-owned, in selected value chains on access to ASEAN, EU, and other markets.

To support the project implementation, we are seeking **TWO (2)** motivated and detail-oriented interns, who will be based in Phnom Penh, Cambodia, with the duration of six (6) months, from **1 August 2026 to 31 January 2027**.

Intern 1: Export Promotion – SME & Event Coordination

Under **Output 5**, the project works closely with the Ministry of Commerce's (MOC) Export Promotion Task Force (EPTF), with a focus on promoting Cambodia's high-value products—such as cashew, pepper, and dried fruit—to the EU and ASEAN markets.

The intern will be stationed at GATE Office supporting the overall Output 5 on Export Promotion, including but not limited to, coordination with companies under the Export Lab

program, assist with event organization, such as SIAL trade fair and Cambodia Cashew and Pepper Trade Forum, and relevant trainings.

The main tasks of the position include:

1. Project Coordination and Stakeholder Engagement

- Support the coordination and implementation of project activities in collaboration with public and private sector stakeholders.
- Assist in liaising with partner organizations, government agencies, and businesses.
- Facilitate and coordinate physical missions for national and international experts.

1. Support for Events and Training

- Provide logistical and administrative support for forums, events, training sessions, and other project-related events.
- Attend relevant meetings, events, and training sessions, preparing meeting minutes and summary reports.

2. Support for Research and Documentation

- Conduct background and market research on relevant service providers to address the needs of SMEs in relation to export promotion activities and Export Lab applications.
- Provide support in document review, and verification related to the procurement of services requested by SMEs and partners.
- Contribute to drafting and formatting various project-related documents, including letters, concept notes, terms of reference, presentations, and event agendas.
- Support in collecting data from the survey for monitoring purposes
- Ensure consistency with standard templates and corporate design guidelines, including translation support, where needed.

3. Support for Export Promotion

- Under the broader “Cambodia Pavilion” international trade fairs, e.g. Assist in organizing awareness-raising activities and training sessions to enhance stakeholders' understanding and capacity development of export-related activities.
- Support coordination and document preparation for the Cambodia Cashew and Pepper Trade Forum, which takes place on 10-11 November 2026.
- Provide support in activities aimed at increasing SMEs' capacity - especially women-owned businesses - to access ASEAN, EU, and other markets.

4. General Project Support

- Perform other project-related tasks assigned by the supervisor to ensure effective implementation of project activities.

Required Entry Qualifications and Competencies

- Currently pursuing or recently completed a degree in economics, law, international trade, business administration, international relations or a related field.
- Strong interest in export promotion, entrepreneurship, and trading
- Strong written and verbal communication skills in Khmer and English
- Strong organizational skills and attention to detail
- Willingness to learn and develop new skills
- Ability to work independently and as part of a team

- Proficient use of standard MS Office software (MS Word, Excel, PowerPoint, and Teams)

Intern 2: Trade Policy and Digital Economy

The Intern 2 will support the implementation of **Output 1-4**, particularly in strengthening stakeholder capacities for trade development, strengthening the legal and regulatory framework for the digital economy (Output 2) and supporting reforms on risk management (Output 3) and trade facilitation (Output 4). The intern will assist in coordinating activities, conducting research, and providing logistical and administrative support to ensure the smooth execution of project initiatives. The exact focus tasks can also be further discussed with the applicant based on their interest and be adapted during the internship.

The main tasks of the position include:

1. Project Coordination and Stakeholder Engagement

- Support the coordination and implementation of project activities in collaboration with public and private sector stakeholders.
- Assist in liaising with partner organizations, government agencies, and businesses.
- Facilitate and coordinate physical missions for national and international experts.

2. Event and Training Support

- Provide logistical and administrative support for workshops, training sessions, and other project-related events.
- Attend relevant meetings, events, and training sessions, preparing meeting minutes and summary reports.

3. Research and Documentation

- Conduct background research and literature reviews on trade-related topics, particularly in trade policy, trade facilitation, digital economy, consumer protection and data protection.
- Contribute to drafting and formatting various project-related documents, including letters, concept notes, terms of reference, presentations, and event agendas.
- Ensure consistency with standard templates and corporate design guidelines, including translation support, where needed.

4. Support for Targeted Capacity Building (primarily under Outputs 1, 2, 3 and 4)

- Assist in organizing capacity development activities for trade policy and trade facilitation.
- Assist in organizing awareness-raising activities and training sessions to enhance stakeholders' understanding of legal and regulatory frameworks for the digital economy.

5. Communication support

- Drafting and designing event materials such as flyers, PowerPoint presentations, meeting agenda
- Drafting social media captions for external communications

6. General Project Support

- Perform other project-related tasks assigned by the supervisor to ensure effective implementation of project activities.

Required Entry Qualifications and Competencies

- Currently pursuing or recently completed a degree in economics, law, international trade, business administration, or a related field.
- Strong interest in trade and digital economy
- Strong written and verbal communication skills in Khmer and English
- Strong organizational skills and attention to detail
- Willingness to learn and develop new skills
- Ability to work independently and as part of a team
- Proficient use of standard MS Office software (MS Word, Excel, PowerPoint, and Teams)

Benefits

- A unique opportunity to gain hands-on experience in the capacity-building efforts, work closely with key stakeholders, and contribute to meaningful policy and regulatory development initiatives in the fields of trade and digital economy.
- Opportunity to make a positive impact on Cambodia's business and trade environment.
- Mentorship and professional development opportunities.
- Freedom to bring in own ideas and develop and implement specific cooperation activities.

How to Apply

Interested candidates are invited to submit the following documents to the contact details below, indicating "*National Intern for [Position Name]*" in the subject line:

- A cover letter
- An updated CV in English
- Most recent recommendation letters or academic references, if available (if providing more than one, please merge them into a single PDF).

Contact Details:

GIZ Office Phnom Penh

Email: hr-cambodia@giz.de

Closing date: 15 July 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.