

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 one (01) Policy Advisor position based in our Phnom Penh office.

The main duties of the position include:

- Planning the programme's activities;
- Communicating and coordinating with the partner institution (NCDDS), as well as relevant ministries and institutions, to ensure effective programme implementation;
- Technical and process advise to the partner institutions in conducting studies and developing policies;
- Technical and process advise to the partner institution in implementing approved policies and studies;
- Coordinating and facilitating capacity development interventions with the partner institution.

The **Policy Advisor** performs the following tasks in the area of:

Technical and Process Advise to Partner ministries/Institutions

- Act as a designated focal person for the partner ministries/institutions, ensuring effective coordination of the Programme activity implementation;
- Provide technical and process advisory support on policy formulation, including reviewing and drafting policy documents, and facilitating technical discussions, stakeholder consultations, and validation workshops, within the framework of Sub-National Democratic Development (SNDD) Reform,
- Provide technical and process advisory support for reform - related studies and policy research initiatives;
- Provide technical support for the implementation of approved policies, including preparing dissemination activities, providing training and coaching to District and Municipality Advisors (DMAs) and/or Districts and Municipality administrations as needed;
- Coordinate capacity development initiatives for partner ministries/institutions, including trainings, learning exchanges and study visits, ensuring that these interventions are tailored to their specific needs and effectively support reform implementation;
- Coordinate and facilitate policy dialogue processes, based on proposals submitted or proposed by sub-national administrations, insights gained from peer-learnings and the national forum;
- maintains regular communication with the Team Leader Fiscals, the Policy Advisors, DMAs and liaises with ISD staff to ensure vertical communication and coordination;

1. Support the Programme in Activities Implementation

- Assist the programme in planning activities, including facilitating joint planning process with partner institutions, and updating the Programme's Annual Operational Plan;
- Assist the programme in collecting data on the achievements and challenges of the Programme's activities implementation for monitoring and evaluation purposes.
- Coordinate with administrative related staff and relevant units to process procurements (of goods, services and consultancies) in support of the programme's activity implementation;

2. Other Duties

- Assist the team leader and management team in coordinating administrative tasks with partner ministries/institutions, including scheduling meetings, drafting and sending correspondence, and managing other related activities;
- Assist the management team in preparing, coordinating and documenting the meetings of Programme Steering Committee (PSC), Technical Working Group (SNDD/TWG) and related meetings and workshops;
- Support the management team in updating and summarizing reform achievements and challenges, upon request from relevant development partners;
- Regularly communicate with the provincial team (esp. DMAs), ensuring effective implementation of approved policies and studies;
- Moderate and facilitate team meetings;
- Facilitates learning sessions, reflection meetings, and after-action reviews;
- Performs other duties and tasks at the request of management.

Required Entry Qualifications and Competencies

Qualifications

- University Degree in Public Administration, Public Policy, Public Management, Education, Business Administration, and other related fields; (equivalent to BA or MBA)

Professional experience

- At least 5 years of experience working in a similar position with a proven track record in the field of policy research and development
- Experience with tasks related to advisory role
- Experience of working in the Decentralisation and Deconcentration Reform in Cambodia
- Experience of working with Government Agencies, International Organisations, Consultancies, Bi-lateral Agencies or NGOs active in the field of Governance, Good Governance
- Ideally experiences with coaching and mentoring skills.

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;

Other requirements

- Willingness to travel in Cambodia, to daily work and if required stay overnight in partner districts of Battambang, Siem Reap and Banteay Meanchey Province.

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: 19 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.