

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.

Under its umbrella, the GIZ Green Cluster in Cambodia brings together a range of projects that promote sustainable agriculture and value chain development, biodiversity conservation, climate resilience, and private sector engagement. These efforts are guided by GIZ's overarching mandate to foster sustainable development through technical cooperation and capacity development, empowering individuals, institutions, and systems to develop and implement their own solutions.

As part of its cooperation with the private sector, the Green Cluster implements several initiatives under the BMZ develoPPP programme, among other instruments. develoPPP is a funding instrument of the German Federal Ministry for Economic Cooperation and Development (BMZ) that fosters development partnerships with private companies committed to creating social, environmental, and economic benefits in their sourcing regions and value chains. Current develoPPP initiatives include the Better Rice Initiative Cambodia, the Responsible Sourcing Hub Cambodia, and the project Improving Value Addition in the Conventional and Organic Mango Value Chain in Cambodia (MangoPPP).

The successful candidate will provide technical and operational support across the Green Cluster's portfolio of projects in Cambodia, contributing to the planning, coordination, implementation, monitoring, and reporting of project activities. This includes support to develoPPP initiatives in the cashew, pepper, and rice value chains, as well as other Green Cluster projects as needed.

We are seeking a highly motivated and qualified national candidate for the position of **Junior Advisor Programme Support**. The position will be **based in Prey Veng** and will work closely with project teams, private sector partners, government counterparts, service providers, and other relevant stakeholders to support the effective implementation of project activities.

The main duties and responsibilities of the position include:

- Support the planning, coordination, implementation, monitoring, and reporting of develoPPP projects in the cashew, pepper, and rice value chains.
- Provide technical and operational support to the implementation of project activities, including coordination with private sector partners, government counterparts, service providers, and other relevant stakeholders.
- Contribute to the preparation and implementation of project activities, including meetings, workshops, trainings, and field visits throughout the project implementation areas.
- Support the monitoring of project progress and results, including the collection, consolidation, and management of relevant project data and documentation.
- Contribute to coherent reporting and knowledge management across the develoPPP portfolio, including the documentation of project activities, results, lessons learned, and relevant financial and administrative information.
- Support project planning and implementation through budget monitoring, expenditure tracking, and the follow-up of financial resources against approved budgets.
- Assist in the preparation and coordination of contractual arrangements, subsidies, financing agreements, and procurement processes required for project implementation, in accordance with applicable GIZ rules and regulations.

- Support the coordination of service providers and other implementing partners and contribute to the timely preparation and processing of the documentation required for project activities.
- Ensure the smooth operational implementation of workshops, trainings, meetings, and field activities, including the coordination of logistical and organizational arrangements.
- Support the preparation of technical but also financial information for project progress reports and donor reporting.
- Maintain complete and accurate project documentation and contribute to the efficient management of financial and administrative processes required for project implementation.
- Provide general operational and administrative support to the project team and the Green Cluster, as required.

Required Entry Qualifications and Competencies

- Bachelor's degree in business administration, Economics, Finance, Accounting, Development Studies, Agriculture, or another relevant field.
- Initial relevant professional experience of approximately 1–2 years, including internships, in project implementation, project coordination, private sector development, administration, finance, or a related field.
- Experience in supporting project activities, stakeholder coordination, data collection, monitoring, analysis, and/or reporting is an asset.
- Basic understanding of project budgeting, financial monitoring, procurement, contracting, or other operational processes is an advantage.
- Strong MS Office skills, particularly Excel; experience with project management, financial, or administrative software is an asset.
- Excellent command of Khmer and English, both written and spoken.
- High level of reliability, attention to detail, and ability to work in a structured and responsible manner.
- Strong organisational and coordination skills, with the ability to manage multiple tasks and work effectively with different stakeholders.
- Integrity, discretion, and a proactive approach to supporting project implementation.
- Willingness to travel within Cambodia as required

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: 13.09.2026

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.