កិច្ចសហប្រតិបត្តិការអាល្លឺម៉ង់
DEUTSCHE ZUSAMMENARBEIT

អនុវត្តដោយ: giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

# 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 programme "**Improved Competitiveness of National Enterprises II (ICONE II)**" supports the Cambodian government and the private sector to expand their competitiveness and attract more foreign cooperation and investments. It works on improving investment condition, cooperation with German and other international businesses, increase the productivity and investment readiness.

The project is part of a cluster in GIZ for "Sustainable economic development" in which several other projects are located in the area of trade facilitation, textile industry, vocational education and training and small and medium enterprise support.

We are seeking a highly dedicated and knowledgeable national candidate for the position of **Administrative Assistant based in Phnom Penh.**

**The main duties of the position include:**

- provide overarching administrative services for the cluster coordinator on sustainable economic development
- providing administrative services for the implementation of the ICONE II programme to the programme manager and experts.
- meeting the administrative needs of the programme independently, with a minimum of intervention
- ensuring that financial and administrative regulations are complied with
- providing secretariat work, office administration and general services
- support in arrangements of meeting and event planning and arrangement
- Coordinate transportation needs of the team and support travel management
- providing support to and collaboration with the GIZ country office and service units (finance, procurement, PR) colleagues, as well as partner institutions
- supporting with other duties/additional tasks assigned by project managers and team leads

**Required Entry Qualifications and Competencies**

- Upper secondary school education
- certificate/degree or similar qualification from a recognised college or university
- At least 3 years professional experience in a comparable position
- good working knowledge of ICT devices (computer, smart phone etc) and relevant software (in particular MS Office)
- effective communication and fluency, both written and spoken in English and Khmer
- ability to work with flexibility, efficiency and results orientation
- willingness to take initiative with ability to work independently on various subjects related to administration
- very good organizational skills
- willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

**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 November 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.
GIZ does not collect applications, CVs, or personal details via Telegram, WhatsApp, or third-party links. Beware of unauthorized reposts or third-party advertisements. Always verify official vacancies through GIZ's official channels before sharing personal information

**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.