

**KINGDOM OF CAMBODIA
NATION RELIGION KING**

**Ministry of Education, Youth, and Sport
Higher Education Improvement Project (HEIP)
Svay Rieng University**

**REQUEST FOR EXPRESSIONS OF INTEREST
PROJECT ASSISTANTS FOR SVAY RIENG UNIVERSITY**

I. Background

The Higher Education Improvement Project (HEIP) IDA Credit No.6221-KH was approved by the World Bank on April 26, 2018 and became effective on 17 September 2018. The HEIP activities are funded by an International Development Association (IDA) Credit of US\$ 90.0 million equivalent and US\$2.5 million from the Royal Government of Cambodia. It is expected to be implemented over a 6-year period – starting in July 2018 and ending in June 2024. The project aims to strengthen higher education systems and support the development of legislation for autonomous HEIs. The project is now seeking a suitably qualified **Procurement assistant** and **Industry linkage assistant** for Svay Rieng University (SRU).

II. Duties

Procurement assistant (1 position) is to assist the HEIP-SRU procurement officer to:

- Prepare bidding documents, evaluation reports (in line with HEIP format)
- Ensure that the procurement request and approval process is adhered to, and supporting documents are completed before submission for approval
- Maintain accurate, complete and up to date supporting documents/files
- Work closely with project team to ensure the products/services are available in stock

Industry linkage assistant (1 position) is to assist the Industry linkage officer to:

- Link the University to industry for mutual benefit (collaborative research, training and consultancy work)
- Assist in the establishment of partnership with local and international organizations.
- Organize the development of policies and guidelines of university industry linkage in collaboration with relevant colleges and institutions.
- Coordinate seminars and workshops for University-Industry relationships.
- Arrange opportunities in industry for practical experience for SRU students.

III. Requirements

- Bachelor degree in business administration or related fields
- Good in English both speaking and writing
- Disciplined self-starter, creative thinking, critical thinking, good personality and communication
- Good knowledge of MS Office such as Word, Excel and PowerPoint;

IV. Contract Duration

The contract is initially for 12 months. The contract may be extended depending on the needs of the project, performance of the assignment and availability of funds. The contract is subject to a 3-month probationary period.

V. How to Apply

In submitting their expressions of interest, the interested candidates are kindly requested to provide their updated curriculum vitae, indicating their personal and technical skills, academic qualifications, and experience in similar assignments, along with the names of at least three (3) referees with contact information (e-mail address, telephone or fax numbers).

Interested candidates may obtain copies of the detailed Terms of Reference (in English) for the assignment from the address or e-mail below during office hours from **8:00 to 12:00** and from **14:00 to 17:00 hours**, Monday through Friday, except public holidays.

Expressions of interest must be submitted to the address below by email or hard copy.

Mr. Meng Vissott at mvisstott@sru.edu.kh Tel: 085 775 788.

The application deadline is **January 20, 2020 at 5:00 pm**.

Only shortlisted applicants will be contacted for interview.