

**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 **Admin assistant** for Svay Rieng University (SRU).

II. Duties

Admin assistant (2 positions) is to assist the HEIP-SRU Admin Unit to:

- Communication with sub-project partners and stakeholders for project activities, to optimize access and to ensure timely organization and facilitation of activities relating to the implementation of the project;
- Assists in arranging programs for in-coming and out-going official missions, make appointments with project stakeholders, including logistical arrangements and secretarial assistance;
- Prepare project official letters as require, documentation and chronological order;
- Being responsible for project assets, by ensuring that fixed assets and inventory are properly updated and recorded;
- Making in-coming and out-going memos, letters and minutes of project implementation (weekly, monthly, quarterly and annually meeting);
- Assist in preparing monthly activity and budget plan for implementing the projects, and also produce the progressive report;
- Assist project management team to ensuring that all project staff does follow procedures and policies relating to use of HEIP-SRU facilities fixed assets and equipment. And ensuring that those materials are properly used and well maintained including fixed assets;
- Assist project team to spread out the new or updated procedures and policies among project staff on time;
- Participating in weekly, monthly, quarterly and annually staff meeting.

III. Requirements

- At least under graduated student (3rd year) in business administration, public administration, computer science or other related disciplines.
- Prioritized for Svay Rieng university students;
- Knowledge of computer in MS office, such as Word, Excel, PowerPoint, Internet and Email;
- Intermediate level of spoken and written in English;
- Good communication interpersonal skills and understanding of the national environment/development issues as well as national obligations with an institutional development experience;
- Demonstration of high self-motivation, honesty and integrity, transparency, accountability and willingness to learn from others;
- Number of years for this assigned position/work: 12 months (Can be renewable)
- Ability to work efficiently and accurately and meet deadlines and be patient in work performance.

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 **June 18, 2021 at 5:00 pm**.

Only shortlisted applicants will be contacted for interview.