

**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
ASSISTANT FOR PARTNERSHIP PROGRAM WITH THE ROYAL UNIVERSITY OF
PHNOM PENH**

The Higher Education Improvement Project (HEIP) was approved by the Board of Directors of 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). The project is expected to be implemented over a 6-year period – starting in July 2018 and ending in June 2024. The project main beneficiaries include: support activities in five targeted public Higher Education Institutions (HEIs), relevant departments in the Ministry of Education, Youth and Sport (MoEYS), and selected private HEIs. The public HEIs include three within Phnom Penh – the Institute of Technology Cambodia (ITC), the Royal University of Agriculture (RUA), the Royal University of Phnom Penh (RUPP), and other two in the provinces – the Svay Rieng University (SRU) and the University of Battambang (UBB). The Phnom Penh based public HEIs were selected because they represent the top institutes in the areas of Science, Technology, Engineering and Mathematics (STEM) and Agriculture education and research in the country.

I. POSITION PURPOSE:

Under funding support from HEIP-SRU, needs analysis for reviewing BA in English program under supervision of faculty of arts, humanities and foreign language, Svay Rieng university is currently seeking for **two research assistants** to assist during the implementation of needs analysis and result report writing. The main purpose of this position is to support the smooth implementation of project activities.

II. RESPONSIBILITIES:

The research assistant will undertake the following tasks:

- Download data from Google Form and save as Excel files
- Code data
- Import data into SPSS
- Prepare data view and variable view
- Access code book
- Check data entry errors
- Prepare data analysis frame (SRU-IFL teams to provide support)
- Prepare word file/s with data displayed in tables, pie charts, and/or bar graphs.
- Assist in writing result reports
- Help organize dissemination workshop
- Help organize consultative workshop

III. SELECTION CRITERIA:

- Under graduated bachelor degree in English;
- Good organizational skills and good understanding;

- Good access in using Word, Excel and PowerPoint;
- Candidate is expected to quickly learn, understand and follow processes and procedures;
- Able to prioritize work, multi-task and meet deadlines;
- Strong interpersonal skills and flexibility, responsibility, integrity, team work;
- Medium speaking and written skills in English; and
- Accept and agreed to hard work.

IV. CONTRACT DURATION:

The contract is for **3 months**. The position is possible extension to end of project, depending on the satisfactory performance and the needs of the project. The results of the performance review will be discussed by the Sub-Project Manager with HEI when considering contract extension.

V. APPLICATION:

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 mvissott@sru.edu.kh Tel: 085 775 788.

The application deadline is **16 November, 2021 at 5:00 pm**.

Only shortlisted applicants will be contacted for interview.