

# WORKSTREAM COORDINATORS & COMMUNICATION OFFICER



SWISS  
FOUNDATION  
FOR TECHNICAL  
COOPERATION

*We create opportunities*

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

In Cambodia, Swisscontact on behalf of the Global Alliance for Trade Facilitation (Alliance) will be implementing the project “Improving Small Package e-Trade for SMEs (SeT4SME)” following the approval of the Alliance Steering Group and the Royal Government of Cambodia. The project aims to support Cambodia for an improved trade performance and inclusive growth in the country through enhancing trade facilitation implementation with improved transparency in trade practices and reduced time and cost of cross-border e-trade. The main direct beneficiaries are the General Department of Customs and Excise (GDCE), Cambodia Post, Cambodia Women Entrepreneurs Association (CWEA), and selected other private entities.

The Global Alliance for Trade Facilitation or the Allinace is an initiative jointly hosted by the World Economic Forum, the International Chamber of Commerce, and the Center for International Private Enterprise in cooperation with Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). The Alliance is funded by the governments of the United States, Canada, Germany, Denmark, the United Kingdom and Australia. The initiative aims to bring together governments and businesses as equal partners to identify trade facilitation issues such as delays and unnecessary red tape at borders, and design and implement targeted reforms that deliver commercially quantifiable results. Swisscontact is implementing trade facilitation projects on behalf of the Alliance in Cambodia, Bangladesh and Uganda.

Swisscontact - the Swiss Foundation for Technical Cooperation is an independent, non-profit foundation based in Zürich, founded in 1959 by leading figures from the Swiss private sector and Swiss universities. It is exclusively involved in international development, active in more than 38 countries with 120 programmes with more than 1,000 staff members. At the heart of all Swisscontact’s work stand the private sector and its crucial role for achieving more inclusive economic growth. Swisscontact approaches this through 8 working areas: Initial Vocational Education and Training, Labour Market Insertion, Upskilling and Reskilling, Sustainable Agriculture, Trade, Green Cities, Tourism and

Entrepreneurial Ecosystem. Swisscontact has been present throughout South-East Asia for more than 30 years. Swisscontact has been operating in Cambodia since 2013, establishing its office in the country in April 2016.

To support us in the project activities we are looking for three motivated candidates to fill the position of Workstream Coordinator(s) and Communication Officer.

### **1. Workstream Coordinator**

**Employment start:** June 2021  
**Contract duration:** End of December 2022  
**Number of staff:** 2  
**Place of work:** Phnom Penh, Cambodia

Disposition for frequent travelling within the country.

#### **Tasks**

- Provide technical support on matters related to trade practice, trade facilitation, and cross-border e-commerce sector, including trade procedures, logistic solution, digital payment solution, capacity building needs and training
- Support in background research, collect and compile related data and documents for assessment and reporting, as required
- Contribute to analytical work and report writing
- Support to the organization of physical and virtual workshops, trainings, and events (e.g., planning, organizing, and reporting)
- Coordinate and facilitate external expert missions on certain activity streams (e.g. assessment mission)
- Support in the assignments by external experts as required
- Coordinate and facilitate oversea study tour for selected staffs of project local partner (e.g. for technical exchange with partners abroad)
- Support to liaison with the project counterparts, including GDCE, Cambodia Post, CWEA, other public and private sector partners, and external experts
- Contribute to project activity planning, implementing, and results monitoring
- Support in documenting key lessons/insights from engaging with various stakeholders during the implementation of project
- Perform other technical tasks as assigned by the supervisor.

#### **Requirements**

- University Degree in International Trade, Economics, Business Administration, or related field
- At least 3 (three) years of professional experience in economic policy, trade policy, trade facilitation, capacity building service, and/or Cambodian government support projects
- Proven facilitation skills
- Good knowledge and understanding of trade-related developments in Cambodia
- Good knowledge and understanding of Cambodia's e-commerce and digital economy eco-system
- Familiarity with the global trade, WTO Trade Facilitation Agreement, e-commerce, and their relevance for economic development in Cambodia
- Prior experience in cooperating with trade-related government agencies, business associations or private companies, and a wide range of service providers is preferred
- Prior experience in working on importation, exportation, and/or trade facilitation with international development agencies and/or private entities is a strong asset
- Good command of English and Khmer languages, both written and spoken
- Good interpersonal and intercultural skills in working with various interracial partners
- Good IT skills and advanced command of MS Office applications.

## 2. Communication Officer

**Employment start:** June 2021  
**Contract duration:** End of December 2022  
**Number of staff:** 1  
**Place of work:** Phnom Penh, Cambodia

Disposition for frequent travelling within the country.

### Tasks

- The Communication Officer with the communication team will work closely with the SeT4SME teams to prepare the yearly communication plan for the programme/project.
- By working closely with SeT4SME teams and follow by the yearly plan, the Communication Officer will produce all the required communication tools to support the activities of SeT4SME as well as organise events.
- The Communication Officer will coordinate with relevant stakeholders/partners to implement the communication guideline of the SeT4SME.

### Requirements

- Bachelor's degree, preferably in media, or relevant training.
- Three (3) years of experience working in the field of communications.
- Experience in working on communication for development, digital or promotional campaign.
- Experience in contact management with private and public sector stakeholders.
- Prior experience in e-trade or working with SMEs is a strong asset.
- Excellent written and verbal communication skills both in Khmer and English.
- Available to travel to the field when needed.
- Mastering in Microsoft Office 360, especially programme design and video editing such as Adobe is an asset.
- Excellent team player and committed work attitude.

Swisscontact offers attractive working conditions in an international and multicultural context. We see our work as a joint effort in an agile organizational culture: mutual respect, trust and teamwork.

We look forward to receiving your online application with the following documents: letter of motivation (no more than 1 page), curriculum vitae (no more than 4 pages) in English to the email address below. The deadline for applications is **16 May 2021**, but Swisscontact may begin taking interviews on a rolling basis, prior to the deadline. Swisscontact reserves the right to contact only applicants that have been selected for interview.

### Application(s) should be directed to:

Recruitment, Swisscontact

E-mail: [recruitment.cambodia@swisscontact.org](mailto:recruitment.cambodia@swisscontact.org)

For further information please visit [www.swisscontact.org/cambodia](http://www.swisscontact.org/cambodia)