Job Description

<table>
<thead>
<tr>
<th>Position</th>
<th>Junior Project Officer</th>
<th>Salary Grade</th>
<th>7</th>
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</thead>
<tbody>
<tr>
<td>Project/Department</td>
<td>Mekong Inclusive Growth and Innovation Programme (MIGIP)</td>
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<tr>
<td>Duty station</td>
<td>Kampot (town)</td>
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<tr>
<td>Reporting lines</td>
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<td>Report to:</td>
<td>Responsible for:</td>
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<td></td>
<td>Intervention Lead</td>
<td>N/A</td>
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<td>Budget Responsibility</td>
<td>N/A</td>
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Job Purpose:

The Mekong Inclusive Growth and Innovation Programme (MIGIP) a programme implemented by Swisscontact, to support destination development and management. To strengthen the skills for tourism, MIGIP has been implementing HoKa programme since 2018 in collaboration with public and private sector. HoKa provide hospitality trainings to existing low-skilled workers of hotels and restaurants who can apply the technical skills in their workplace.

We are looking for a skilled and ambitious professional to fill the role of junior officer to support the implementation of MIGIP project, based in Kampot with regular travel to Phnom Penh and Preah Sihanouk. S/he will be responsible for implementation and administrative support of HoKa and MIGIP.

Responsibility:

- Support programme team to implement current and new intervention primary in tourism skills development and others as needed
- Organize/facilitate different events and activities of the programme (trainings, workshops, meetings, etc.).
- Coordinate and report to the business administration team on the financial and administrative requirement for activity implementation
- Work with key stakeholders in the provincial government, local private sector, and other tourism stakeholders under the supervision of Sector Coordinator
- Monitoring of overall activity implementation as per standards and procedures established by MIGIP under the Monitoring and Results Measurement (MRM) system
- Perform other duties as required by Swisscontact as defined by the Programme Team.

Selection Criteria:

- Bachelor’s degree in hospitality or tourism related field/ International Development/ Social Science/ Business Administration or other relevant fields
- Experience in working/ volunteer with the public and private sector, and other local stakeholders in inclusive development context would be preferred
- Willing to be based in Kampot
- Fluent in Khmer and ability to communicate effectively in English
- Ability to work professionally, independently, with high motivation for delivering programme activities to a high standard
- Willingness to work as team and commitment and ambition to contribute to hospitality skill development in Cambodia
- Computer literacy especially Microsoft Word, PowerPoint and Excel
- Good attitude, open-minded and willing to learn new things.