

MINISTRY OF AGRICULTURE, FORESTRY AND FISHERIES
Loan 3007/Grant 0349/Grant 0350-CAM
Climate-Resilient Rice Commercialization Sector Development Program (Rice-SDP)

REQUEST FOR EXPRESSION OF INTEREST

Position: Administrative and IT Assistant

(Re-advertisement)

The Ministry of Agriculture, Forestry and Fisheries (MAFF) has been granted financing from the Asian Development Bank (ADB) and other sources in the form of loans and grants for the implementation of the Climate-Resilient Rice Commercialization Sector Development Program ("Rice-SDP").

Scope of Work

The National Implementation Office of MAFF (MAFF-NIO) requires the services of a qualified and experienced staff to assume responsibility as an Administrative and IT Assistant to assist in all administration activities and carry out the repair and maintenance of all project IT equipment of MAFF-NIO.

Detailed Task:

- Receive instructions from, and reports directly to the MAFF-NIO Project Management,
- Work as a liaison officer between the management and the MAFF-NIO staff,
- Prepare and distribute meeting agendas to all the meeting participants,
- Prepare important letters circulated in the office,
- Prepare and coordinate regular scheduled and non-scheduled meetings related to administration of the MAFF-NIO,
- Be responsible for ensuring that MAFF-NIO project documents are properly maintained and retained for project activities,
- Manage and administer project assets and facilities, and ensure that they are only used for project purpose by authorized personnel and are properly secured and maintained,
- Be responsible for identifying technical specification, ordering and installing IT equipment and software,
- Be responsible for maintenance and repairs of all project IT equipment, and
- Undertake other duties and responsibilities assigned by the Project Management.

Minimum Qualification Requirement

- i. Possess proven working experience in administration and IT,
- ii. Hold Bachelor Degree in Business Administration, Management, Agriculture or equivalent,
- iii. Have knowledge about all the important software used in offices with training proving certificates,
- iv. Be able to operate and communicate well with project management and staff,
- v. Be good at problem solving, and able to work under pressure,
- vi. Be friendly, honest, patient, flexible and committed to the job, and
- vii. Having knowledge of English is desirable.

Written expressions of interest along with CVs highlighting relevant qualifications, experience, and proven documents of similar works done, including at least three referees with their contact details, must be submitted to **Dr. Chan Saruth**, NIO Project Coordinator, and **Mr. Chea Kimheng**, Administration, Accounting, and Financial Manager, at Rice-SDP- National Implementation Office (NIO), General Directorate of Agriculture (GDA) #54B, Sangkat Teuk Laak III, Khan Toul Kork, Phnom Penh, Cambodia. Tel: 012 859 985; or via e-mail: kimheng_chea@yahoo.com.

Female candidate is encouraged to apply.

Deadline for Submission: 26 October 2016