

## Terms of Reference

**Position:** Enterprise Development Manager  
**Reports to:** Trade, Investment and Agri-food Innovation Lead  
**Location:** Phnom Penh, Cambodia  
**Period of Assignment:** February 2025 – January 2026  
**Duration:** 12 months with possibility of extension  
**Employment type:** full-time

### Program Background

***Are you a team player who thrives in a fast-paced environment? Are you looking to grow and develop your skills in the development sector? Join our dynamic team to support impactful enterprises' development.***

The Cambodia Australia Partnership for Resilient Economic Development (CAPRED) is Australia's flagship economic development program in Cambodia. CAPRED is seeking a highly motivated **Enterprise Development Manager** to play a crucial role in managing enterprise development work.

CAPRED supports Cambodia's resilient, inclusive and sustainable economic growth through our work in agriculture, agro-processing, trade, investment, enterprise development, water, energy, policy, climate resilience, and gender equality, disability and social inclusion. To learn more about the program, visit [www.capred.org](http://www.capred.org).

### Position Summary

CAPRED is seeking to recruit a proactive, highly qualified and experienced individual for the position of Enterprise Development Manager. The selected candidate will play a crucial role in managing CAPRED's growing portfolio of enterprise development initiatives to support government to address key challenges faced by private sectors. The ideal candidate must have experienced working in a team environment, and engaging with government and the private sector. Key duties include facilitating with RGC, especially Ministry of Industries, Science, Technology and Innovation (MISTI) to promote streamline public services, supporting the implementation of the Cambodian Strategy on Informal Economy Development, support RGC to collect feedback and evidence-based insight for informed decision making. The role will also work closely with the private sector to help them integrate into the regional supply chain, promote export and investment opportunities and linkages with global and regional actors.

The role will be based in Cambodia (Phnom Penh and potentially some travel to provincial and/or international locations). This is a one-year-term position with possible extension. The Enterprise Development Manager will report to Trade, Investment and Agri-food Innovation Lead.

### Roles and Responsibilities

- Operates with a high degree of autonomy.
- Innovate: develop new policies effective programs, and approaches and pitch these ideas to senior management.



- Guides team members on facility development across related program areas; assess program effectiveness and recommend new initiatives.
- Work with the team to coordinate monthly budget delivery and monitoring of the annual budget.
- Assess project proposals for quality and consistency. Identifies project delivery issues and ensures effective coordination of project resources.
- Lead/work on certain interventions developed to enhance competitiveness of agri-food processing, promote trade and investment sector, through managing / supporting implementation of interventions.
- Coordinate with MISTI, CAPRED partners and relevant RGC in improving policy effectiveness and the use of evidence.
- Explore opportunities to integrate GEDSI and climate resilience into investment works of trade, investment, agri-food innovation and enterprise development projects.
- Perform other duties as assigned by the Trade, Investment and Agri-food Innovation lead.

## Selection Criteria

### Qualifications

- At least bachelor's degree in business administration, international business management, Economic Development, Law, Public Policy, Entrepreneurship and Innovation, Global Food and Agribusiness, International Trade, or a related field.

### Essential Criteria

- At least five to seven years of professional experience in working with businesses in Cambodia, including an understanding of business licensing procedures and requirements.
- Excellent knowledge (including first-hand experience) of the opportunities and challenges faced by growing enterprises in Cambodia.
- Demonstrated ability to coordinate a team and support members in producing high-quality outputs, with minimal supervision, in a multicultural and diverse environment.
- High-level stakeholder management skills, including experience engaging with private sector entities and RGC partners (e.g. MISTI, MOC, MEF, CDC, and/or MAFF), and exceptional communication and interpersonal skills to build effective relationships at various levels.
- Proven ability to represent an organisation in public settings, coordinate tasks across different working groups, and integrate Gender Equality, Disability, and Social Inclusion (GEDSI) and Climate Resilience principles into programming (highly desirable).
- Excellent proficiency in both Khmer and English (writing and speaking), with experience in law firms or licensing/business registration agencies (highly desirable).
- Flexible, professional, and team-oriented, with a proven ability to work collaboratively and achieve real results in a dynamic, results-driven environment.

### Desirable Criteria

- Being familiar with Australian economic development programs related to investment works of trade, investment, agri-food innovation is an advantage but not necessary.
- Having real life experience in Gender Equality, Disability and Social Inclusion (GEDSI) integration in planning, implementation and monitoring and evaluation would be an advantage.

This is a full-time position with attractive monthly remuneration package being commensurate with qualifications and experience.



**Closing Date:** We are looking for the right candidate, so there is no formal closing date for applications. But if you are interested, please submit your application as soon as possible. We will be reviewing applications on an ongoing basis.

### How to apply

Please send your cover letter and CV with name and contact details (phone and email) of three professional referees to [recruitment@capred.org](mailto:recruitment@capred.org) mentioning the position you apply for in the subject line "Enterprise Development Manager".

*Cowater International is an equal opportunity employer, basing employment on merit and qualifications as they relate to the professional experience and position expectations. Cowater does not discriminate against any employee or applicants on the basis of race, religion, sex, gender identity, disability, age, or any other basis protected by law. CAPRED aims to have a diverse workforce at all levels, and a workplace that is supportive of gender equality, disability and social inclusion. Women, people with disabilities and other minorities are highly encouraged to apply.*

Only applicants shortlisted will be contacted for interview.

