**Terms of Reference**

**Position:** G-PSFAssociate

**Reports to:** Senior International Advisor

**Location:** Phnom Penh, Cambodia

**Period of Assignment:** 12 months (with possibility of extension)

**Duration:** April 2025-March 2026 (commencement as soon as possible)

**Employment type:** Full-time consultant

**Contractual arrangement: “eligible for Cambodian residents/citizens only”**

**Program Background**

Cambodia Australia Partnership for Resilient Economic Development (CAPRED) is Australia’s flagship bilateral economic development facility in Cambodia. Funded by the Department of Foreign Affairs and Trade (DFAT) and implemented by Cowater International, CAPRED focuses on supporting inclusive economic recovery and boosting resilience and sustainability from 2022 to 2027. CAPRED adopts a mix of a programmatic and facility model. The facility model allows CAPRED to flexibly tackle a range of emerging inter-related public and private sector constraints and opportunities to promote resilient, inclusive, and sustainable growth (RISE) across different sectors.

**Position Summary**

CAPRED is supporting the Cambodian Government-Private Sector Forum (G-PSF). The G-PSF is Cambodia’s peak multi-stakeholder platform for fostering dialogue and partnerships between the Royal Government of Cambodia (RGC) and the private sector. Established in 1999, the G-PSF plenary is chaired by the Prime Minister. G-PSF comprises sixteen (16) Working Groups (WGs). These WGs are co-chaired by a government minister and a representative from the private sector. The Council for the Development of Cambodia (CDC) is the main Royal Government of Cambodia (RGC) secretariat whereas the Cambodian Chamber of Commerce (CCC) is the private sector’s secretariat.

CAPRED is seeking a qualified Associate to support the work of the CAPRED G-PSF Hub.

The G-PSF Associate will work with the CAPRED's G-PSF Hub team to support the Government-Private Sector Forum (G-PSF) mechanism in Cambodia. The G-PSF Associate will work under the directions of the CAPRED G-PSF Senior International Advisor. In addition, the Associate will also work closely with the CAPRED team and relevant stakeholders under the framework relevant to G-PSF works. G-PSF stakeholders include: the Cambodia Chamber of Commerce (CCC), Business Membership Associations (e.g. sector associations), the Council for the Development of Cambodia (CDC), international and local investors, and Royal Government of Cambodia (RGC) ministries and institutions.

The G-PSF Associate will work closely with the G-PSF team to ensure the efficient coordination and facilitation of activities related to the implementation of this complex multi stakeholder mechanism. The G-PSF Associate will be responsible for ensuring effective and efficient outcomes from activities related to the G-PSF. The role involves assisting in organizing meetings, managing communications between stakeholders, providing logistical, administrative and analytical support to advance the objectives of the Cambodian G-PSF. The G-PSF Associate will also contribute to collecting, documenting, reporting and supporting CAPRED outreach and stakeholder engagement to promote a results-oriented G-PSF.

**Roles and Responsibilities**

1. **Technical**

* **Communications and operational supports**
  + Where required and in coordination with relevant stakeholders prepare and disseminate meeting agendas, minutes, reports, presentations, capacity-building materials and follow-up action plans.
  + Assist the team to keeping tracks of work and ensuring that the team apply the correct templates required.
  + Assist in the procurement and financial processes particularly in procuring products and services.
  + Assist logistical arrangements for meetings and events, including scheduling, invitations, and venue coordination.
  + Maintain and organize G-PSF relevant documentation, including contact databases, mailing list, reports, and correspondence. Ensure proper filing system and periodic updates of G-PSF relevant documents
* **Data and Research**: Conduct data compilation, analysis, and visualisation to inform research or contribute to quality dialogue and other activities. Support evidence-based research through data analysis, literature reviews, qualitative research, survey oversight, and other potential methodologies.
* **Stakeholder Engagement:** The G-PSF has a broad range of public and private sector stakeholders. Provide active outreach to stakeholders to promote their understanding of the G-PSF and their participation in the G-PSF activities.
* **Other**: support other program activities as directed by the management.

1. **Compliance**

* Ensure stakeholders will operate within Cowater and DFAT-related codes of conduct and policies including all inclusion-related policies such as Child Protection and PSEAH; antifraud and corruption; value for money, and other policies.
* Commitment to championing gender, equality, disability, and social inclusion across the Facility (GEDSI) across the Facility including programming.
* Commitment to championing environmental sustainability and climate action across the Facility.

**Selection criteria**

* A university degree or equivalent in business administration, international development, social studies, public administration, or other relevant fields. A relevant postgraduate degree from an international university is highly desirable.
* 3-5 years of relevant work experience. Experience working with private sector, or for other development partners and the Cambodian Government is highly desirable.
* Evidence of working with stakeholders to promote development or business outcomes.
* Experience in working on business enabling environment reforms with the government and or the private sector.
* Excellent verbal and written communication skills in English and Khmer, including experience with minutes and report writing.
* Excellent organizational and time management skills, with the ability to handle multiple tasks and deadlines. Experience in managing data and filing systems is desirable.
* Excellent teamwork skills, as well as an ability to work independently and take initiative to progress activities.
* Excellent critical analysis skills about the political economy. Strong understanding of Cambodia’s public and private sector landscape, regulatory processes, or public-private partnerships is an advantage.
* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint). Experience in data analysis and visualization using Microsoft Excel and other software is desirable.
* Demonstrated knowledge and experience in the implementation of Gender, Equality, Disability, and Social Inclusion (GEDSI) principles into programming.
* Demonstrated knowledge and experience with incorporating climate reductions and/or mitigations in programming is preferred.

This position is equivalent to a full-time position with an attractive daily rate payable monthly in arrears commensurate with qualifications and experience.

**Closing Date:** We are seeking the most qualified candidate and therefore do not have a formal application deadline. We encourage interested applicants to submit their applications as soon as possible. We will begin reviewing applications on a rolling basis, starting one to two weeks after this announcement is posted.

**How to apply**

Please send your cover letter and CV​​ with name and contact details (phone and email) of three professional referees with your expected daily rate to [recruitment@capred.org](mailto:recruitment@capred.org) mentioning the position you apply for in the subject line “G-PSF Associate”.

*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.