

ADVOCACY INTERN

European Chamber of Commerce in Cambodia (EuroCham Cambodia) Phnom Penh Full-time (3-12 months)

BACKGROUND

EuroCham Cambodia is the largest international business association in Cambodia, representing over 300 European and other member companies. We act as a single voice for our members and provide them with support, networking opportunities and a wide range of services to help them doing business in this exciting Southeast Asian market.

We are now offering a talented intern the opportunity to join our Advocacy department.

Through our advocacy programme, we represent the private sector's collective interests and concerns vis-à-vis the Royal Government of Cambodia. We work alongside the authorities to create a more attractive investment environment for European companies and SMEs in particular. In parallel, we also provide technical policy feedback and policy recommendations to the Cambodian government on behalf our members.

The advocacy department runs EuroCham's 10 Sectoral Committees and 3 Working Groups, which gather members by industry and which act as the motor behind our public-private dialogue programme with the Royal Government. Our flagship publication is our wellrecognised White Book, which contains dozens of realistic trade and investment policy recommendations and is one of our key advocacy instruments.

JOB DESCRIPTION

As Advocacy Intern you will be a fully functional member of the Advocacy Department, working alongside the team and reporting directly to the Advocacy Manager. You will receive a high level of responsibility and will be involved in the entire range of the department's activities.

You will be maintaining EuroCham's good relationships with both the Royal Government of Cambodia and our members, in order to foster a constructive public-private dialogue and to further improve the ease of doing business in the Kingdom.

You will assist in facilitating EuroCham's Sectorial Committees and Working Groups, which involves the legal-and economic research for, organization and follow-up of various meetings and events with company executives.

You will be required to provide assistance to members in addressing the legal-and policy concerns they encounter in their business.













Occasionally, you will have to deal with ad-hoc requests to support other departments and the internal operations of EuroCham, including assisting in continuing to ensure the Chamber's legal compliance.

Finally, you will be crucial in the research for and drafting of EuroCham's White Book, position papers and in the preparation of other advocacy-related instruments.

RESPONSIBILITIES

In cooperation with the team and the direct supervision of the Advocacy Manager, you will:

Support the department in all written and oral correspondences, both in English and in Khmer, with the Royal Government of Cambodia, the European Union and other stakeholders;

Follow up and do research on Cambodian and international regulatory updates and policies and share these in a well-structured manner with relevant Sectorial Committees, Working Groups and the team;

Undertake research on advocacy topics (issues, impact, existing regulations...) to contribute to the elaboration of cases to be submitted to relevant Ministries of the Royal Government;

Prepare, participate in and follow up Working Groups of the Government Private Sector Forum and actively join in consultative government meetings;

Support in the organization and development of seminars, workshops and other events, including correspondence with speakers and official guests;

Coordinate and follow up EuroCham Sectorial Committees' and Working Groups' meetings and actions; record the minutes of the Sectorial Committees' and Working Groups' meetings, as well as other Advocacy related meetings and appointments;

Research and drafting of the White Book (yearly publication of EuroCham to provide policy recommendations to the Royal Government of Cambodia in the field of trade and investment) and other publications;

Represent or assist the Advocacy Manager or other team members in meetings with members, stakeholders and the government;

Assist the Advocacy Manager, the Executive Director and the team in any assigned tasks, such as the development of new initiatives to benefit the Chamber and its members.

BENEFITS

You will be working in an exciting and welcoming environment with both local and expat employees, which offers many on-the-job learning opportunities. You will receive coaching by the Advocacy Manager and support from team members, who will follow your work closely and will provide you with feedback to improve your skills. You will work with Cambodia's most important companies and will be exposed to the highest levels of government.

REQUIREMENTS

We are looking for a highly-motivated and talented student, with strong language skills and a business-oriented mindset. Applicants must meet the following requirements:

Native Khmer language proficiency with **outstanding English** proficiency (speaking and writing). Other languages are an asset.

Master's or at least completed Bachelor's degree in Law, International Studies, Economics, Business Administration, or any other relevant field of study.

Excellent academic track record and **exceptional writing skills (Khmer and English)**. International experience is an asset.

Strong interest in law, national politics, government affairs and international business.

Knowledge of European policies, regulations and current affairs is an asset.

Business acumen and comfortable presenting ideas in front of an audience in an organised manner.

Ability to produce accurate results within tight deadlines and to work under pressure.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to multi-task and to work both as a team member and independently.

Solid computer proficiency (Microsoft Office package).

To apply, send your CV and cover letter to lnfo@eurocham-cambodia.org with a clear email subject with position applying for:

In your cover letter, please include your answer to the following questions (max. 150 words per answer):

- 1) What do you consider the main opportunities for foreign companies in Cambodia? Please answer in ENGLISH.
- 2) What do you consider the main challenges for foreign companies in Cambodia? Please answer in KHMER.
- 3) How can a chamber of commerce leverage on these opportunities and challenges? Please answer in the language of your choice.

Applications are reviewed on a rolling basis. We encourage you to apply early.

Good luck!