



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 [Info@eurocham-cambodia.org](mailto:Info@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!