

KINDOM OF CAMBODIA

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Ministry of Economy and Finance

Project Management Unit to Prepare a Master Plan to Develop Preah Sihanouk Province into a Model Multi-purpose Special Economic Zones and Develop Cambodia's Coastal Provinces into Multi-purpose and Comprehensive Economic Corridor

Cambodia is at the new turning point of economic architecture modification from the dependence on agriculture sector and labor-intensive industries to the high value-added and high technical skill industries. This transition enables Cambodia to expand its primary economic sectors as it aims to achieve the status of a high middle-income country by 2030 and a high-income country by 2050.

The Royal Government of Cambodia has been developing a Master Plan to Develop Preah Sihanouk Province into a Model Multi-purpose SEZs and Develop Cambodia's Coastal Provinces into Multi-purpose and Comprehensive Economic Corridor. This master plan is the compass in developing Sihanoukville Province into a model multi-purpose SEZ and key economic pole to serve regional production chain in order to promote economic growth, social development and environmental protection in sustainable and continuity way.

The Ministry of Economy and Finance (MEF) is looking for a potential candidate to work in the position of Procurement Officer for the *Project Management Unit to prepare a Master Plan to Develop Preah Sihanouk Province into a Model Multi-purpose SEZs and Develop Cambodia's Coastal Provinces into Multi-purpose and Comprehensive Economic Corridor*

Term of Reference of Procurement Officer

Position : Procurement Officer
Job Station : Master Plan Secretariat Office
Term : Rolling 12 months contract with a probation period of 3 months.
The contract will be extendable based on satisfactory performance in the preceding contract assessment

1. Background

The Finance and Procurement Officer will play a crucial role within the Master Plan project for the transformation of Sihanoukville Province into a Model Multi-purpose Special Economic Zone (SEZ) by supporting to Finance and Administration Department in procurement tasks and undertaking some administration activities under the project.

2. Key Responsibilities

- Cooperates with Technical Office to select the most appropriate evaluation criteria, special conditions of contract, contractual performance indicators for inclusion bidding documents;
- Prepares specific bidding and Request for Proposal documents using agreed standard or sample bidding documents;
- Submits the bidding or request for Proposal documents for Project Manager's review;
- Prepares and issues Request for Proposal for goods, consulting services;
- Distributes the bidding documents to all targeted firms;
- Receives and responds to all clarification requests received during bidding period;
- Facilitates the preparation of the various evaluation reports for the Procurement Review Committee;
- Monitors the performance of contractors against the contract with the support of the Technical Officer and any other resources available such as consultants;
- Ensure the internal control system is functional; and
- Supports PMU, when needed, in administration tasks including proper function of logistical operations including travel & events organization, asset management, and so on;
- Undertake other relevant tasks as assigned by the management or Secretariat Director.

3. Minimum Requirements

- Bachelor Degree in Finance, Economics, Public administration or relevant degrees;
- At least Three (3) years of work experiences in applying RGC's Standard Operation Manual in Procurement and Financial tasks;
- Knowledge of financial and procurement procedures in the context of RGC's and DPs' projects;
- Knowledge of MS Office and other work related software;
- Ability to work well as team, flexible, accountable, and strong commitment;
- Be initiative and be able to deal with all procurement and administration related issues;
- Proficiency in Khmer and English (knowledge in Chinese is a plus);
- Be able to work effectively under pressure.

Contact Information:

Interested candidates are requested to submit his/her resume with an appropriate Cover Letter to **Ms. SE Phalla** by **24 January 2025** via E-mail address: procurement@mpsez.gov.kh and cc shv.procurement@gmail.com

Only shortlisted candidates will be contacted.