

KINDOM OF CAMBODIA

Nation Religion King

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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 Project has opened opportunities for a potential candidate who are interested to participate in Finance and Administrative Department as an Intern 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 Intern

1. Background

The Intern will participate in the Project to prepare and Implement 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 by supporting to Project Management Unit in administrative tasks and technical tasks in order to get more knowledge and experience.

2. Key Roles and Responsibilities

- Assists Finance and Administrative Officer in general administrative functions;
- Supports team to facilitate meetings, workshop, trainings;
- Supports team to do some research on required topics;

- Delivers mails and receives documents;
- Reviews spelling on the Khmer letters;
- Provides support for logistic tasks;
- Assists other tasks as assigned by supervisor.

3. Minimum Qualifications

- Bachelor degree students studying 3rd or 4th year or fresh graduate in the field of Business Administration, Economics, Accounting, Public Administration or relevant degrees;
- Knowledge of MS Office and basic ICT, internet, e-mail, etc.
- Proficiency in Khmer (knowledge in Chinese is a plus);
- Ability to communicate in English;
- Ability to work well as team, flexible, accountable, and strong commitment;
- Strong commitment and willingness to learn with pro-active manner.

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.