

KINGDOM OF CAMBODIA
Nation-Religion-King

ELECTRICITE DU CAMBODGE

Grid Modernization on Transmission and Distribution System Project

Invitation for Expression of Interest for a Project Assistant

By

With the financial support by

**Electricité du
Cambodge**

**Agence Française de
Développement**

**The European Union
(EU) and Asian
Investment Facility
(AIF)**



March 2023

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1. The Electricite du Cambodge (EDC) (hereinafter called "**Client**") has received financing from Agence Française de Développement ("**AFD**") toward the cost of **Grid Modernization on Transmission and Distribution System Project**. With financial funding from AFD, EDC is implementing a Platform for Training and Research to provide a set of quality trainings and to produce highly qualified human resources in the field of power system at Master and PhD levels, fulfilling the medium to long-term needs of human resources in the power sector in Cambodia. To support this project implementation, **a Project Assistant** is needed for various activities and operations of the platform under three main implementing agencies – Institute of Electrical Science (IES), Institute of Technology of Cambodia (ITC), and Université Grenoble Alpes (UGA).

2. **Detailed description of duties and tasks**

Under direct supervision of the Platform Coordinator (Deputy Director of IES), the Project Assistant will work at ITC to provide project management, coordination and various other necessary administrative supports to ensure the achievement of the Platform's objectives and delivery of its outputs and results. Therefore, the Project Assistant will:

- Carry out basic office tasks to ensure smooth workflow, such as coordinating and scheduling meeting, arranging travels, printing and photocopying, organizing and filing documents and records, etc.
- Assist and support the project coordinator in processing payments, maintaining records, and preparing financial report.
- Assist project coordinator and relevant parties in organizing meetings, training and workshops including preparing documents and materials, arranging venues, and facilitating communication and coordination.
- Provide logistic support for the mobility of students/researchers between Cambodia and France.
- Assist project coordinator and relevant parties in compiling and archiving all the hard and soft files, keep all invoices and receipts from all project activities in proper and systematic order, and transferring it.
- Ensure the project documentation, especially financial reports, meeting minutes, etc. are properly recorded, completed and safely stored.
- Provide inputs for the development of technical reports and other project outputs.
- Keep all Platform's documents and information under strict confidence.
- Assume other tasks as assigned by the Project Coordinator or Platform Coordinator.

3. **Reporting Lines**

The Project Assistant will be supervised by the Platform Coordinator (Deputy Director of IES). The Platform Coordinator will oversee activities of the Project Assistant, certify the deliverables and manage all contractual responsibilities in keeping with the anticipated outputs and/or results to achieve the overall Platform's objectives. The Project Assistant will also liaise with and support the other two implementing agencies – ITC and UGA.

4. **General instructions and work duration**

The work of the Project Assistant is expected to have a duration of three years (36 months). The initial contract will be for one year and it will be subject to renewal every year by taking into account a positive performance evaluation. To express interest, all potential candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the service. The Project Assistant should meet the following criteria.

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5. Qualifications required

- A relevant Bachelor's degree in Business Administration, Accounting, Finance, Business Management, Development Studies, or other related disciplines;
- Two (2) years' experience in the administration or finance or accounting of development projects;
- Experience working in educational institutions is desirable; and
- Salary: 500-700\$/ month depending on qualifications

6. Specific skills and competencies required:

- Organisation and Planning Skills
- Good written and verbal English communication skills
- Well-developed interpersonal and team work skills
- Proficiency in using Excel, Word, and Power Point
- Ability to multitask and perform well under pressure

7. Application Procedure:

Send CV and cover letter of applications to: Email: ppoafd2023@gmail.com

Deadline for application: 12 April 2023

Only shortlisted candidates will be contacted for and interview

Sincerely yours,



KEO ROTTANAK

Minister attached to the Prime Minister
Managing Director of EDC

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