# National Finance and Administrative Assistant – Skills for Future Economy Sector Development Program

## About the project

This project is at tender stage.

The purpose of this assignment is to assist in the implementation of Outputs 2 (Textile, Apparel, Footwear, Travel Goods Association in Cambodia) and 3 (Industry Association of Automotive industry, Electronics industry) of the *Skills for the Future Economy Sector Development Program* (SFESDP); and to develop a video on 5S, waste elimination, lean, critical core skills and labour law. The full Terms of Reference are available on request – please email **LMFrameworks@landell-mills.com**.

## About the role

We are seeking to recruit a National Finance and Administrative Assistant with experience in project administration and/or finance. Please see further role details below:

- Location: Cambodia
- Hours: Full-time
- Length: 53 person months
- Duration: From July 2025 to September 2029
- Funding agency: Asian Development Bank (ADB)

## Required expertise and experience

- Excellent English (spoken and written)
- Excellent Khmer (spoken and written)
- Excellent report writing (end-of-assignment reports and administrative letters)
- Bachelor's degree in business administration or related fields
- 3 years' experience in project administration and/or finance (as project finance and administrative officer or similar)
- Previous experience in projects funded by the ADB or other international development organisations
- Demonstrable skills in administrative and finance/accounting work
- Experience preparing administrative arrangements for meetings, workshops, missions and trainings with minimal supervision

## How to apply

Please send an up-to-date CV, preferably in ADB format, to **LMFrameworks@landell-mills.com** as soon as possible, including your desired daily fee rate per month in USD and relevant work examples, if applicable. We are considering applications on a rolling basis so would advise early CV submission. Please send any queries regarding this role to the same email address.