



National University of Management

JOB ANNOUNCEMENT

Research Assistant

National University of Management (NUM) is looking for motivated **Research Assistant**. If you are passionate about research and willing to work with Cambodian and European scholars, this opportunity is for you.

I. Specific tasks for the Research Officer

The employee will work support all activities related to the Rsearch Center and the implementation of DOCKSIDE project (<http://www.dockside-kh.eu/>) and will have to perform the following tasks:

- Assist in writing reports and proceedings (articles, surveys);
- Assist in editing proceedings;
- Prepare marketing materials (banners, leaflets, brochures etc.)
- Take part in the writing of research proposals;
- Work closely with European and Khmer interns and professors;
- Contact and meeting stakeholders;
- Write invitation letters and emails in Khmer and English;
- Translate proceeding from English to Khmer and vice versa.
- Interpret from Khmer to English and vice versa;
- Collect data;
- Assist in organizing research seminars and workshops;
- Update information on the Website of the Research Center and DOCKSIDE project;
- Promote Research Center and DOCKSIDE project on the social media.

II. Skills, qualifications and Experience

- Proven conceptual, analytical, evaluative and research skills and demonstrated ability to conduct independent studies and to formulate recommendations will be an advantage.
- Experience in data analysis or/and socioeconomic assessment studies will be an advantage;
- Demonstrated ability to effectively establish priorities and plans, coordinate own work assignments in a multiple priority environment;
- Demonstrated computer skills, fully IT literate including proficiency in word and excel;
- Fluent written and spoken English and Khmer, any provided certificate equivalent to B2 level of Common European Framework of Reference for Languages will be an advantage;
- Demonstrated knowledge in economic, legal and historical backgrounds of South-East Asia and European Union will be an advantage;
- Demonstrated ability to write official letters in Khmer and English;
- Excellent communication and presentations skills;
- Initiative, committed, hardworking, punctual and highly responsible.

The employee will be supervised by the Officer of the Research Center and the International Coordinator.

III. Remuneration and length of the contract

The initial contract will be between 3 and 6 months (renewable). The employee is expected to start working from August, 2017. The employee is expected to work 8 hours per day. The amount of salary paid to the employee will be according to the professional experience, educational background.

Please send your resume and motivation letter to Mr. Nikola KUTIN (nikola.kutin@num.edu.kh) and Mrs. Phearoun POK (phearounpok@gmail.com) by August 4, 2017. The shortlisted candidates will be called for an interview by August 7th, 2017.

For further information you could call to [+855 12 56 84 31](tel:+85512568431).