



JOB DESCRIPTION

INDUSTRY LIAISON MANAGER

JOB TITLE : Industry Liaison Manager
DUTY STATION : Phnom Penh, Cambodia
REPORTING LINE : General Manager
SALARY RANGE :

RESPONSIBILITIES:

- Work closely with the Joint-Committee and the four SSCs in developing, implementing and monitoring action plans outlining the strategic activities of SSCs
- Build and maintain strong working relationship with stakeholders including industries, DGTVET, Centres of Excellence
- Ensure good coordination and function of the four SSCs
- Coordinate regular meetings with members of each SSC, track and report on progress of action plan
- Coordinate among industry associations to collect inputs on skill demands and requirements in order to reduce skills gaps and shortages
- Lead the skills related surveys with relevant industries
- Organize consultation workshops
- Provide insight, intelligence and ideas flow between the CoEs and the SSCs
- Identify and analyse current and future industry and market trends
- Organize regular focus sessions with stakeholders, gain feedback and analyse information
- Coordinate in the development process of CBT package of existing occupations and prioritized occupations
- Coordinate with evaluation committee on the training proposals for SDF
- Coordinate policy development aligned with to National TVET policies
- Increase the level of external funding for projects, publicity materials and other initiatives.
- Design and execute integrated campaigns to create public awareness on the roles of SSCs
- Plan, develop and deliver client relationship management (CRM) strategies
- Manage and maintain websites including creating landing pages

QUALIFICATION & REQUIREMENTS:

- Bachelor degree in a relevant field
- Experience working in similar roles with industries
- Exceptional organizational and project management skills
- High-level communication skills both verbal and written
- Analytical and problem-solving skills
- Team-building and team-coordination skills
- Able to take initiative and seek advice and support when necessary
- Marketing skills, particularly social media
- IT skills, particularly Microsoft Office (Power Point and Excel)

CAMFEBA is committed to equal opportunities. Women are particularly encouraged to apply. Interested candidate shall direct your CV along with cover letter to email: hr@camfeba.com. Please do not send certificates or copies of testimonials at this stage. Only shortlisted candidates will be notified and called for interview. For more information please contact to our HR team via: 023 23 00 23 or 012 936 009 / 098 221 777.