



## JOB DESCRIPTION INDUSTRY LIAISON COORDINATORS

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

### RESPONSIBILITIES:

- Develop, implement and monitor action plans outlining the strategic activities of SSCs
- Build strong relations, manage and develop, a range of constructive and pro-active initiatives between students, employers and selected TTIs, DGTVET and stakeholders.
- Coordinate policy development aligned with RGC policies and documents
- Help increase the level of external funding for projects, publicity materials and other initiatives.
- Organize regular focus sessions with stakeholders, gain feedback and analyze information
- Identify and analyze current and future industry and market trends
- Design and execute integrated campaigns to create public awareness
- Plan, develop and deliver client relationship management (CRM) strategies
- Manage and maintain websites including creating landing pages

### QUALIFICATION & REQUIREMENTS:

Graduate with experience and knowledge of:

- SSC and SDF focused sectors
- Local businesses and training organizations
- Managing work placement programs and workplace management of trainees
- Recruitment and job search processes
- Exceptional organizational and project management skills
- High-level communication skills both verbal and written
- Analytical and problem-solving skills
- IT skills, particularly Microsoft Office

- Marketing skills, particularly social media
- Industry experience in at least one of the four priority sectors

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](mailto: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.