



JOB DESCRIPTION RESEARCH AND POLICY MANAGER

JOB TITLE : Research and Policy Manager

DUTY STATION : Phnom Penh, Cambodia

REPORTING LINE : General Manager

SALARY RANGE :

RESPONSIBILITIES:

Under the supervision and monitoring of the General Manager, the Research and Policy Manager is responsible for, but not limit to, the following duties and Responsibilities:

<p>Policy and advocacy engagement</p>	<ul style="list-style-type: none"> - Be a focal person for some area policies as assigned by the CAMFEBA - Work with Legal Team to strengthen the role of secretariat in supporting board in developing related research paper. - Work closely with the policies team to follow and assess the latest policies/regulations changes in order to sharpen CAMFEBA polices agenda - Advise/support the board members on policies recommendation to the stakeholders - Developing relevant research paper & publications - Work closely with GM to develop project proposals and related actions around.
<p>Communication and Representation</p>	<ul style="list-style-type: none"> - Work with policies team to strengthen and visible the communication & Branding of CAMFEBA includes regularly communicating newsletters, policies update to members and actively feature them on CAMFEBA communication channels - Represent CAMFEBA in any policy discussion as assigned - Work with relevant team to develop communication plan and firmly implement it
<p>Fund Raising (40% of work allocation)</p>	<ul style="list-style-type: none"> - Communicate with existing international donors and identify all details of potential grants. - Create press releases and other promotional materials to increase awareness of CAMFEBA internationally. - Identify and build relationships with new funders and grant sources. - Analyses grant data and identify the potential ability for CAMFEBA to deliver the projects or services. - Provide clear documentation on projects including purpose, goals, budgets, delegation of duties and reports.

QUALIFICATION & REQUIREMENTS:

- At least Master's degree or higher in Law, Research, or related fields
- A minimum of three-year experiences in doing research or policies development
- Good analytical and thinking skills
- Good knowledge on Cambodian Labor Law, the Labor Dispute Resolution process and NSSF and skills is advantage
- Be able to communicate effectively and professionally in Khmer and English both in writing and speaking with people at different levels
- Be able to manage different tasks with the same deadlines
- Familiar with MS Offices, Ms. Outlook, Ms. Publisher, database, etc.
- Be a proactive, creative and good team player
- Willing to work in challenging environment

CAMFEBA is committed to equal opportunities. Women are particularly encouraged to apply. Interested applicants should submit their CVs and Cover Letters by email at hr@camfeba.com or 023 23 00 23 / 012 936 009. Please do not send certificates or copies of testimonials at this stage. Only shortlisted candidates will be notified and called for interview.