



## JOB DESCRIPTION RESEARCH AND POLICY OFFICER

**JOB TITLE** : Research and Policy Officer  
**DUTY STATION** : Phnom Penh, Cambodia  
**REPORTING LINE** : Research and Policy Manager  
**SALARY RANGE** : Negotiation

### RESPONSIBILITIES:

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

<p><b>Policy and advocacy engagement</b></p>	<ul style="list-style-type: none"> <li>- Be a focal person for some area policies as assigned by the CAMFEBA</li> <li>- Work with Legal Team to strengthen the role of secretariat in supporting board in developing related research paper.</li> <li>- Work closely with the policies team to follow and assess the latest policies/regulations changes in order to sharpen CAMFEBA polices agenda</li> <li>- Advise/support the board members on policies recommendation to the stakeholders</li> <li>- Support in developing relevant research paper &amp; publications</li> <li>- Work closely with GM to develop project proposals and related actions around.</li> </ul>
<p><b>Communication and Representation</b></p>	<ul style="list-style-type: none"> <li>- Work with policies team to strengthen and visible the communication &amp; Branding of CAMFEBA includes regularly communicating newsletters, policies update to members and actively feature them on CAMFEBA communication channels</li> <li>- Represent CAMFEBA in any policy discussion as assigned</li> <li>- Work with relevant team to develop communication plan and firmly implement it</li> </ul>

### QUALIFICATION & REQUIREMENTS:

- At least Bachelor's degree or higher in Law, Research, or related fields
- A minimum of one-year experiences in doing research or policies development
- Good analytical and thinking skills
- Good knowledge on Cambodian Labour Law, the Labour 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](mailto: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.