



## JOB DESCRIPTION RESEARCH AND POLICY OFFICER

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

### RESPONSIBILITIES:

#### A. Policy and advocacy engagement

- 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 policies agenda
- Advise/support the board members on policies recommendation to the stakeholders
- Support in developing relevant research paper & publications
- Work closely with GM to develop project proposals and related actions around.

#### B. Communication and Representation

- 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

### 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 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.