



## JOB DESCRIPTION SKILLS LIAISON MANAGER

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

### RESPONSIBILITIES:

Under the supervision and monitoring of the General Manager, the Skills Liaison Manager is responsible for, but not limit to, the following duties and 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 analyses current and future industry and market trends
- Organize regular focus sessions with stakeholders, gain feedback and analyses 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:**

- At least Master's degree or higher in Research and Policy and Law, or related fields
- A minimum of five-year experiences in project implementation and 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](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.