



## JOB DESCRIPTION

### INDUSTRY LIAISON COORDINATOR

<b>JOB TITLE</b>	: Industry Liaison Coordinator
<b>DUTY STATION</b>	: Phnom Penh, and sometimes travel mission to provinces, Cambodia
<b>REPORTING LINE</b>	: Industry Liaison Manager
<b>SALARY RANGE</b>	: Based on experience and negotiation
<b>PROJECT PERIOD</b>	: One year contract with possibility renewable extension

Cambodian Federation of Employers and Business Associations (CAMFEBA) awarded a fund from Skill for Competitiveness (S4C) project for support and development the activities to Skill for Competitiveness project (S4C) in purpose of transformation the labour-intensive economy from low-skilled to a skill-based and technology and knowledge-based economy throughout institutional strengthening of targeted Technical Training Institutes (TTI) under Directorate General of Technical Vocational Education and Training (DGTVET) and based on a principle of Public-Private Partnership (PPP).

Under supervision of Industry Liaison Manager (ILM), the Industry Liaison Coordinator (ILC) will be responsible for closely collaboration with DGTVET, TTIs, Sector Skills Councils (SSCs), private industries and stakeholders as following description:

#### RESPONSIBILITIES:

- Work closely with the Joint Committee and the four-priority sector of SSCs in developing, implementing and monitoring the action plans outlining of strategic activities of SSCs and target TTIs; essentially with ILU, RIS, and WBL in-charge person
- Build strong relations, manage and develop, a range of constructive and pro-active initiatives between employers and selected TTIs, DGTVET and stakeholders
- Maintain the strong working relationship with stakeholders including industries, DGTVET, Centres of Excellence (CoE), and TTIs
- Coordinate regularly meetings with members of each SSC and TTI, in order to track and report on progress of action plan, and particularly facilitate the capacity development workshop for SSCs and TTIs's industry liaison team to reach out more MoU/MoA
- Coordinate among private industries to collect inputs on skill demands and requirements in order to reduce skills gaps and shortages by leading the skills related surveys with relevant industries
- Coordinate in the development process of Competency Based-Training (CBT) package of existing occupations and prioritized occupations to respond skilled labour demands
- Organize regular focus sessions with stakeholders, gain feedback and analyze information
- Communicate and coordinate well in consistent with workplan as monthly, quarterly and annually
- Willingness to work in a complex work environment in term of collaboratively and interacted effectively with public private partnership and industrial development program
- Help increase the level of external funding for projects, publicity materials and other initiatives, and
- Support other relevant tasks which suggested by supervisor

**QUALIFICATION & REQUIREMENTS:**

Advanced or Bachelor degree with experience and knowledge of:

- Sector Skill Council (SSC) and skill development fund (SDF) focused sectors
- Local businesses and training/workshop 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 skill is plus, particularly Microsoft Office
- Marketing skills, particularly social media
- Industry experience in at least one of the four priority sectors
- Graduate qualification, National TVET policies, and Cambodian qualification framework concept.

**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.