



JOB ADVERTISEMENT

The Arbitration Council Foundation seeks a talented and experienced Cambodian national for the position of **PROCUREMENT OFFICER**. This is a challenging and rewarding position with a high level of responsibility.

1. The Arbitration Council Foundation (ACF) and Arbitration Council (AC)

The ACF is an independent and non-political organization, established to provide technical and administrative support to the AC; to enhance the AC's independence, reliability and efficiency; and to develop individuals and institutions to resolve labour disputes.

The AC is a national institution for the resolution of labour disputes provided for under the Labour Law. Supported by the Ministry of Labour and Vocational Training, employers and unions, the AC is internationally and nationally recognised as Cambodia's premier labour dispute resolution body.

2. Demand for Good Governance (DFGG) Project.

ACF is a Project Implementing Entity for the DFGG Project, jointly-funded by the World Bank and AusAID, a new 4-year project that will support selected state institutions and civil society organizations to develop and expand programs that enhance demand for good governance. ACF requires a Procurement Officer to carry out overall procurement responsibilities in connection with the Project.

3. Key duties and responsibilities

- Provide day to day procurement support for ACF.
- Develop/update ACF systems to ensure efficiency, transparency and accountability in the administration and management of procurement.
- Ensure procurement is carried out in compliance with relevant World Bank (WB) and Royal Government of Cambodia (RGC) procurement procedures and guidelines.
- Prepare annual procurement plan and regularly update the status of procurement.
- Prepare bidding documents, evaluation reports, and contracts, and generally assist procurement review process.
- Manage procurement filing/record system in systematic and retrievable manner.
- Provide guidance and technical assistance to ACF staff regarding activities related to procurement.

4. Skills & qualifications

- At least 2 years professional procurement experience.
- Bachelor degree or higher in accounting, finance, management or other relevant field, from reputable university.
- Fluent written and spoken Khmer & English.
- Excellent communication and coordination skills.
- Excellent computer skills (word processing, spreadsheets).
- Familiarity with RGC's Standard Procurement Manual for Externally Financed Projects or/and WB Procurement Procedures, Policy and Guidelines for Consultants' Services, Goods and Civil Works is desirable.
- Honest and ethical individual who works to the highest standards of integrity and propriety.

5. Salary package

The Procurement Officer will receive a competitive package of salary and benefits.

6. How to apply for the position

The detailed **job description** can be obtained upon request via e-mail jobs@arbitrationcouncil.org.

Send the following to the above e-mail address or via post to the ACF at the Phnom Penh Centre, Building A, Room 331, Phnom Penh:

- **Written statement** addressing the above selection criteria; and
- **CV, with 3 referees.**

Please do **not** send copies of diplomas or certificates.

We regret that only short-listed candidates will be contacted by ACF. While ACF is an equal opportunity employer, *women are particularly encouraged to apply*. The deadline for applications is **25th February 2009 @ 17:00 hours**.



Job Advertisement SENIOR LEGAL OFFICER

The Arbitration Council Foundation (ACF) is expanding its activities and seeks a talented and experienced Cambodian national with outstanding qualifications for the position of **Senior Legal Officer** based in Phnom Penh. This is a challenging and rewarding senior position with a high level of responsibility.

1. Arbitration Council Foundation & Arbitration Council

The ACF is a non-political, not-for-profit organisation which supports the operations of Cambodia's Arbitration Council, an independent national institution established by Law to resolve collective labour disputes. Supported by the Ministry of Labour and Vocational Training, employers and unions, the Arbitration Council is recognised as a model institution for justice in labour dispute resolution in Cambodia and has won praise from the national and international community.

The Arbitration Council has been selected to receive support from the "Demand for Good Governance Project" of the World Bank and Royal Government of Cambodia

The Senior Legal Officer will work within the multinational and dynamic Legal Services Department (LSD) of the ACF.

2. Duties and responsibilities of the Senior Legal Officer:

- Supervise the provision of and directly provide legal services to Arbitrators in labour dispute cases, including conducting legal research and analysis, drafting legal memos and assisting Arbitrators in the just and legal resolution of disputes.
- Identify training needs, and develop and conduct training on labour dispute resolution and legal skills to members of the Arbitration Council, ACF and stakeholders, including employers, unions, government officials, judges, lawyers and students.
- Develop and prepare publications and other materials, legal systems and tools in support of the Arbitration Council.
- Coordinate with the Director of LSD and other Senior Legal Officers in the management and development of LSD and its legal assistance to Arbitrators.
- Participating in strategic planning and activities to promote the sustainability of the Arbitration Council.

3. Required qualifications:

- Either Masters or Bachelors degree in Law.
- At least 3 years professional experience in a responsible legal position, including experience in supervision of staff.
- Proven knowledge and experience regarding the Labour Law, labour dispute resolution and industrial relations in Cambodia.
- Experience performing advanced legal research and analysis and making legal arguments/presentations.
- Demonstrated ability to develop and conduct trainings/workshops for and build collaborative networks among a wide spectrum of stakeholders.
- Fluent oral and written communication skills in Khmer and English.
- Excellent working knowledge of MS Word, PowerPoint, the internet, and e-mail.
- High self-motivation, proven ability to take initiative, ability to work efficiently under pressure, and ability to work creatively within a team to analyse and solve problems.
- Honest, committed and ethical individual who works to the highest standards of integrity and propriety.

4. Salary package

A competitive package of salary and benefits will be provided.

5. How to apply for the position:

The detailed job description can be obtained upon request via e-mail to jobs@arbitrationcouncil.org.

Please send the following to the above email address or deliver to the ACF at the Phnom Penh Centre, Building A, Room 331, Sothearos Blvd, Phnom Penh, not later than **17:00 hrs, Wednesday, 30 September 2009**:

- CV with 3 referees; and
- Cover letter addressing the above required qualifications; please include a description of your Labour Law expertise; analytical and presentation skills; ability to interact confidently with legal experts and governmental, non-governmental and public stakeholders; and your professional goals. (Please make sure that Cover letter is not more than 1000 words.)

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Job Advertisement

Legal Education and Translation Officer

The Arbitration Council Foundation (ACF) is expanding its activities and seeks a talented and experienced Cambodian national with outstanding qualifications for the position of **Legal Education and Translation Officer** based in Phnom Penh. This is a challenging and rewarding position with a high level of responsibility.

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The Arbitration Council has been selected to receive support from the "Demand for Good Governance Project" of the World Bank and Royal Government of Cambodia

The **Legal Education and Translation Officer** will work within the multinational and dynamic Legal Services Department (LSD) of the ACF.

2. Duties and responsibilities of the Legal Education and Translation Officer:

- Coordinating written translations tasks (among ACF staff and external consultants/contractors) and directly translates documents between Khmer and English as required
- Provide oral interpretation for member of LSD, ACF, and AC, guest or observer at the hearing, meeting, conference, training or other sessions of AC/F
- Assisting in the design and updates of legal and dispute resolution training curriculum for external stakeholders and in-house continuing legal education
- Providing legal services to Arbitrators in labour dispute cases if needed
- Provide assistance toward development and sustainability of Arbitration Council by assisting in preparation of AC regular meeting, AC guidelines, developing and implementing a strategy

3. Required qualifications:

- Bachelor Degree (English or Law is an advantage)
- At least two years' professional experiences in a responsible legal translation position
- Excellent written and spoken English and Khmer
- Understanding of Labour Law, alternative dispute resolution is an advantage
- Excellent legal research, analysis, training and presentation skills
- Excellent working knowledge of MS Word, PowerPoint, the internet, and e-mail
- High self-motivation, proven ability to take initiative, ability to work efficiently under pressure, and ability to work creatively within a team
- Honest, committed and ethical individual who works to the highest standards of integrity and propriety

4. Salary package

A competitive package of salary and benefits will be provided.

5. How to apply for the position:

The detailed job description can be obtained upon request via e-mail to jobs@arbitrationcouncil.org.

Please send the following to the above email address or deliver to the ACF at No. 72, Street 592 (corner of St. 327), Sangkat Boeung Kak II, Khan Tuol Kork, Phnom Penh, CAMBODIA not later than **17:00 hrs, Tuesday, 04 May 2010**:

- CV with 3 referees; and
- Cover letter addressing the above required qualifications; (Please make sure that cover letter is not more than 1000 words.)

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JOB ADVERTISEMENT

The Arbitration Council Foundation (ACF) is expanding its activities and seeks a talented and experienced Cambodian national with outstanding qualifications for the position of **Senior Procurement Officer** based in Phnom Penh. This is a challenging and rewarding position with a high level of responsibility.

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The Arbitration Council has been selected to receive support from the "Demand for Good Governance Project" of the World Bank and Royal Government of Cambodia

2. Key duties and responsibilities

- Provide day to day procurement support for ACF.
- Develop/update ACF systems to ensure efficiency, transparency and accountability in the administration and management of procurement.
- Ensure procurement is carried out in compliance with relevant World Bank (WB) and Royal Government of Cambodia (RGC) procurement procedures and guidelines.
- Prepare annual procurement plan and regularly update the status of procurement.
- Prepare bidding documents, evaluation reports, and contracts, and generally assist procurement review process.
- Manage procurement filing/record system in systematic and retrievable manner.
- Provide guidance and technical assistance to ACF staff regarding activities related to procurement.

3. Skills & qualifications

- At least 2 years professional procurement experience.
- Bachelor degree or higher in accounting, finance, management or other relevant field, from reputable university.
- Fluent written and spoken Khmer & English.
- Excellent communication and coordination skills.
- Excellent computer skills (word processing, spreadsheets).
- Familiarity with RGC's Standard Procurement Manual for Externally Financed Projects or/and WB Procurement Procedures, Policy and Guidelines for Consultants' Services and Goods is desirable.
- Honest and ethical individual who works to the highest standards of integrity and propriety.

4. Salary package

Competitive package of salary and benefits will be provided

5. How to apply for the position

The detailed job description can be obtained upon request via e-mail to jobs@arbitrationcouncil.org.

Please send the following to the above email address or deliver to the ACF at No. 72, Street 592 (corner of St. 327), Sangkat Boeung Kak II, Khan Tuol Kork, Phnom Penh, CAMBODIA not later than 17:00 hrs, Monday, 19 July 2010:

- CV with 3 referees; and
- Cover letter addressing the above required qualifications; (Please make sure that cover letter is not more than 1000 words.)

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Job Advertisement Monitoring & Evaluation Coordinator

The Arbitration Council Foundation (ACF) is expanding its activities and seeks a talented and experienced Cambodian national with outstanding qualifications for the position of **Monitoring & Evaluation Coordinator** based in Phnom Penh. This is a challenging and rewarding position with a high level of responsibility.

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The Arbitration Council has been selected to receive support from the "Demand for Good Governance Project" of the World Bank and Royal Government of Cambodia

2. Specific roles and responsibilities:

- Development and implementation of M&E in compliance with result-based M&E system, including data collection, quality and impact analysis, reporting and strategic planning.
- Ensuring M&E processes enhance the ongoing learning experience and improve the efficiency and effectiveness of the ACF and AC.
- Ensuring M&E systems fulfill donor reporting requirements and complement public awareness and accountability, fundraising and sustainable development strategies of the ACF and AC.

3. The qualities of the ideal candidate include:

- University degree (preferably a Master degree) in business or public administration, law, social science or related fields.
- Two years of practical experience in development and implementation of result-based M&E systems.
- Excellent proven research skills (quantitative and qualitative).
- Knowledge and experience in using statistics will be an asset.
- Excellent written and oral communication skills in both Khmer and English.
- Experience in industrial relations and/or labour dispute resolution and familiarity with the World Bank and other international development agency projects would be an advantage.
- High level of resourcefulness and the ability to work under pressure and with minimal supervision.
- Honest and ethical individual who works to the highest standards of integrity and propriety.

4. Salary package

Competitive package of salary and benefits will be provided

6. How to apply for the position

The detailed job description can be obtained upon request via e-mail to jobs@arbitrationcouncil.org.

Please send the following to the above email address or deliver to the ACF at No. 72, Street 592 (corner of St. 327), Sangkat Boeung Kak II, Khan Tuol Kork, Phnom Penh, CAMBODIA not later than **17:00 hrs, Friday, 13 August 2010:**

- CV with 3 referees; and
- Cover letter addressing the above required qualifications; (Please make sure that cover letter is not more than 1000 words.)

Please do **NOT** send original or copies of diplomas or certificates. We regret that only short-listed candidates will be contacted for an interview. ACF is an equal opportunity employer; however, women are particularly encouraged to apply.



JOB ADVERTISEMENT

The Arbitration Council Foundation (ACF) is expanding its activities and seeks a talented and experienced Cambodian national with outstanding qualifications for the position of **Finance & Administration Officer** based in Phnom Penh.

1. The Arbitration Council Foundation (ACF) and Arbitration Council (AC)

The ACF is a non-political, not-for-profit organisation which supports the operations of Cambodia's Arbitration Council (AC), an independent national institution established by Law to resolve collective labour disputes. Supported by the Ministry of Labour and Vocational Training, employers and unions, the Arbitration Council is recognised as a model institution for justice in labour dispute resolution in Cambodia and has won praise from the national and international community.

The Arbitration Council has been selected to receive support from the "Demand for Good Governance Project" of the World Bank and Royal Government of Cambodia

2. Key duties and responsibilities

- Perform financial monitoring and oversight, such as day-to-day financial support for ACF, account keeping, cash management, cash/bank reconciliation, monthly payroll preparation, and preparation of tax payment, monthly financial report preparation, preparation of fund withdrawal applications to donors, budget preparation, etc.
- Provide overall administrative support to ACF and AC, including maintaining effective filing system and managing day-to-day operational needs
- Assist in human resources management
- Maintain office IT system

3. Skills & qualifications

- At least bachelor degree in accounting/finance or other related fields
- Minimum two years experience in accounting/finance in public or private institutions
- Competent in using computerized accounting. Skill in using the Sunsystem accounting software is an advantage.
- Excellence in Ms Office (spreadsheets and word processing)
- Excellent organisational skills, including filing skills, the ability to design and maintain effective systems, organise resources and establish priorities.
- Good knowledge of IT system
- Excellent communication skills in Khmer and English (speaking and writing)
- Excellent communication and coordination skills
- Honest and ethical individual who works to the highest standards of integrity and propriety.

4. Salary package

- Competitive package of salary and benefits will be provided

5. How to apply for the position

The detailed job description is available for pick up at the Office of the Arbitration Council Foundation at the address below or can be obtained upon request via e-mail to jobs@arbitrationcouncil.org.

Please send the following to the above email address or deliver to the ACF at No. 72, Street 592 (corner of St. 327), Sangkat Boeung Kak II, Khan Tuol Kork, Phnom Penh, CAMBODIA not later than **17:00 hrs, Tuesday 28 December 2010**:

- CV with 3 referees, and
- Cover letter addressing the above required qualifications. The cover letter should explain why the candidate is qualified and should be considered for the position. Please make sure that cover letter is not more than 1000 words.

Please do **NOT** send copies of diplomas or certificates. We regret that only short-listed candidates will be contacted for an interview. ACF is an equal opportunity employer; however, women are particularly encouraged to apply.