



JOB ADVERTISEMENT

The Arbitration Council Foundation (ACF) is expanding its activities and seeks a talented and experienced candidate with outstanding qualifications for the position of **Arbitration 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

- Provide legal research, critical analysis, and support to the AC;
- Develop and conduct training for employers, employees, and other stakeholders;
- Prepare research systems and tools to support the AC;
- Implement general programme activities of Arbitration Services Department;
- Participate in strategic planning and activities to promote the sustainability of the AC.

3. Skills & qualifications

- Bachelor's degree or higher degree in law, industrial relation, or related fields.
- At least two years' experience in a legal position, working in the fields of labour law, alternative dispute resolution (including mediation and arbitration), industrial relation and/or legal instruction.
- Excellent legal research, analysis, training and presentation skills.
- Highly motivated, proven ability to take initiative and able to work efficiently under pressure.
- Ability to work creatively within a team to analyse and solve problems.
- Fluency in English; experience in legal translation is an advantage.
- Excellent working knowledge of MS Word, Power Point, the internet, and e-mail.

4. Salary package

- A competitive package of salary and benefits will be provided.

5. How to apply for the position

A 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 documents to the above email address or deliver them 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 17th February 2012**:

- CV with the contact details of 3 referees, and
- Cover letter addressing the above qualifications. The cover letter should explain why the candidate should be considered for the position. Please make sure that the cover letter is not more than 1,000 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.

The successful consultant will be selected in accordance with the provisions set forth in Section V: Selection and Employment of Consultants by World Bank Borrowers, May 2004 and revised in October 2006.