Assistant to Vice President for Research, Development, and Policies (VPRDP)

PURPOSE OF THE POSITION
Assistant for Vice President for VPRDP responsible for keep file of all documents properly and serves as single point for contact and coordinate on research project and policies development process. Provide guidance and response to requests in the absence of the VPRDP in matters not requiring executive disposition.

SCOPE
- Designing research projects and writing up the results;
- Working in conjunction with UC Graduate Program Division, Colleges, and other related body to come up with research plan;
- Maintain documents and files properly and easy to access;
- Maintain records of decisions on research and policies;
- Public Relations;
- Take minute of the VPRDP meeting;
- Perform other related duties as required.

QUALIFICATION
The incumbent require obtaining a Master’s degree in a field such as biology (including agriculture and related fields), development studies, history, anthropology; or other relevant fields, with two-year working experience related to research, publication, and drafting policies.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES
Knowledge
The incumbent must have proficient knowledge in the following areas:
- Reasonable knowledge of statistics;
- Knowledge on office assistant;
- Maintain a high level of accuracy confidentiality concerning file and other confidential documents and information.

Skills
The incumbent must demonstrate the following skills:
- Experience in designing research projects and writing up the results;
- Be professional: able to work independently and to network, whilst having integrity and loyalty;
- Excellent interpersonal skills and honest
- Team building skills
- Effective written and verbal communications skills
- Possess strong personal and organizational skills with less instruction
- Time Management skills
- Have good command of English and Computer literacy
- Be dedicated to the mission of the university
Personal Attributes
The incumbent must maintain strict confidentiality in performing the duties. The incumbent must also demonstrate the following personal attributes:
- Highly Responsible and confidentiality
- Be honest and trustworthy
- Be respectful
- Be flexible, highly motivate and creative
- Demonstrate sound work ethics

Report line
This position is requiring reporting to Vice President for Research, Development and Policies.

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Short-listed candidates will be contacted for interviews. Please submit your CV along with a detailed cover letter explaining specific qualifications and interest in the position. Also, please submit a copy of your diploma/certificate to the Human Resources Department, The University of Cambodia, by 19 July 2013, at 5:30 p.m. Applications received thereafter will be reviewed based on availability.

Contact Information:
Address: Sleng Roleung Village, Northbridge Road, Sangkat Toek Thla, Khan Sen Sok, Phnom Penh, Cambodia. Tel: 023 99 32 74, Email: hr@uc.edu.kh