JOB OPPORTUNITY
Assistant to Vice President for Operations

PURPOSE OF THE POSITION
Assistant for Vice President for Operations performs numerous diverse executive level administrative functions and serves as single point for contact and coordinate day-to-day operations. Provide guidance and response to requests in the absence of the VPO in matters not requiring executive disposition.

SCOPE
Assistant to Vice President for Operations is supposed to help on operational related matter and administration task. S/he has to fulfill the following:

- Manage all incoming and outgoing communications and documents;
- Maintain contacts and university notional calendar;
- Working in conjunction with college, office, center to get the assignment related to operation get done;
- Assist VPO on planning;
- Coordinate meetings, appointments to ensure that it is well prepared. Ensure that all meeting materials are delivered to all participants in a timely and efficient manner to ensure adequate meeting preparation;
- Schedule for Vice-President meetings;
- Prepare agenda and document for Vice-President meetings;
- Take minute of the Vice-President meeting;
- Other works as assign by VPO.

QUALIFICATION
The incumbent require obtaining BA degree in Administration, management, or other relevant fields, with two-year working experience related to office work and planning.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES
Knowledge
The incumbent must have proficient knowledge in the following areas:

- 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:

- Good 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
- Demonstrate strong networking.
- 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:
- Patient and Friendly
- 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 Operations.

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 **31 July 2013, at 5:30 p.m.** Applications received thereafter will be reviewed based on availability.

**Contact Information:**
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