



General Secretariat for the Committee on Economic and Financial Policy

Job Announcement

The General Secretariat for the Committee on Economic and Financial Policy (CEFP) is currently recruiting up to **fifteen (15)** contractual professionals to work at the General Secretariat for the CEFP as **Researchers and Research Assistants**.

Female candidates are strongly encouraged to apply.

What you can expect from us:

- *Being exposed to experienced officials at the CEFP and MEF, and international experts from IMF/WB/ADB;*
- *Accessing to large enterprises and business associations network for policy consultation;*
- *Gaining the opportunity to utilize your talent and innovative ideas;*
- *Building long-term professional career with knowledge-rich and challenging work experience at the CEFP and at the MEF;*
- *Creating immediate impacts on society and economy through contributing to building a world-class workforce;*
- *Being offered a competitive salary and good working environment;*
- *Being exposed to professional training opportunities both at local and international institutes.*

1. Researchers (up to 5 positions)

Key Responsibilities

- Being responsible for carrying out researches on economic and financial policy;
- Writing reports and policy recommendations on issues related to Economics, Finance, Trade, Investment and Business;
- Drafting briefing notes for the Management of the General Secretariat for the CEFP;
- Reviewing the policy papers on reform activities and policy direction;
- Providing analytical inputs for strategic policy development;
- Carrying out other analytical tasks and activities as advised by the Management of the General Secretariat for the CEFP;
- Assisting the Management of the General Secretariat for the CEFP in the planning and implementing of the CEFP's work plan in support of the CEFP's overall goals, ensuring efficiency, relevance and good outcome;
- Supervising and guiding research assistants in their daily work and new assignments;
- Being able to lead a team and independently produce rigorous and good standard reports of policy papers.,
- Conducting other ad-hoc tasks as assigned by the Management of the General Secretariat for the CEFP.

Minimum Qualifications

- Cambodian national;
- A PhD or Master's degree in Economics/Finance/Public Administration, or in other relevant fields from a reputable university;
- At least 3 year of relevant work experience in research or related fields;
- Strong analytical ability and capacity to conduct rigorous research;
- Proficient in software applications such as Microsoft Office (Word, Excel, PowerPoint, etc.) and high proficiency in using packages such as Stata, EViews, MATLAB would be a significant advantage;
- Strong motivation and initiative, and be results oriented and accountable for the accuracy of both data and information;
- Strong teamwork and communication skills to interact effectively with staff and officials of different ministries at all levels;
- High proficiency in written and spoken English.

2. Research Assistants (up to 10 positions)

Key Responsibilities

- Assisting Researchers in the planning and implementing of the CEFPP's work plan in support of the CEFPP's overall goals, ensuring efficiency, relevance and good outcome;
- Being responsible for carrying out researches on economic and financial policy as assigned by researchers or by the Management of the General Secretariat for the CEFPP;
- Writing reports and policy recommendations on issues related to Economics, Finance, Trade, Investment and Business as assigned by researchers or by the Management of the General Secretariat for the CEFPP;
- Carrying out other analytical tasks and activities as assigned by researchers;
- Assisting the General Secretariat for the CEFPP in preparing logistics for the meeting arrangement and related matters as assigned by researchers.

Minimum Qualifications

- Cambodian national;
- A Bachelor or Master's degree in Economics/Finance/Public Administration, or in other relevant fields from a reputable university;
- At least 2 year of relevant work experience in research or related fields;
- Strong analytical ability and capacity to conduct rigorous research;
- Proficient in software applications such as Microsoft Office (Word, Excel, PowerPoint, etc.) and high proficiency in using packages such as Stata, EViews, MATLAB would be a significant advantage;
- Strong motivation and initiative, and be results oriented and accountable for the accuracy of both data and information;
- Strong teamwork and communication skills to interact effectively with staff and officials of different ministries at all levels;
- Proficiency in written and spoken English.

How to apply:

Please submit your CV with recent photo and Cover Letter (that describes interests and relevant qualification) in one file to mef.gscefp@gmail.com Only shortlisted candidates will be notified for a written test and interview.

*****Application Deadline: Applicants can submit their CV and Cover Letter to our email until April, 09th 2024, 23:59 (GMT 7+).**