

**KINGDOM OF CAMBODIA**

**Nation Religion King**



**MINISTRY OF ECONOMY AND FINANCE**

**GENERAL DEPARTMENT OF INTERNATIONAL COOPERATION AND DEBT MANAGEMENT**

**JOB ANNOUCEMENT**

**Location** : Ministry of Economy and Finance, Phnom Penh

**Position** : 1) Market Infrastructure Developer (1 Position)  
2) Capital Market Analyst (2 Positions)  
3) Policy and Planning Officer (2 Positions)  
4) Bond Operation Officer (2 Positions)

**Contract Duration** : 1 year (under possibility of renewal)

Under conditions of peace, security, and political stability, the Government of the Kingdom of Cambodia (GKC) has laid a solid foundation for sustainable and inclusive socio-economic development. Through the implementation of the Rectangular Strategy, National Strategic Development Plans, and other key policies, Cambodia achieved an impressive average annual economic growth of around 7% before the COVID-19 pandemic. This success led to Cambodia's transition from a low-income to a lower middle-income country in 2015, with ambitions to become an upper middle-income country by 2030 and a high-income country by 2050.

In line with these achievements, the GKC recognizes the development of the government securities market as a key mechanism for securing domestic financing to support public investment. This will contribute to sustainable, inclusive, and resilient socio-economic development in the medium and long term. Additionally, the introduction of government securities will enhance the Cambodia Securities Market, fostering the growth of a vibrant financial market.

To guide the development of the government securities market, the GKC has adopted the "**Policy Framework on the Development of Government Securities (PFDGS) 2023–2028**". Complementing this framework, the "**Institutional Capacity and Human Resource Development Plan for the Development of Government Securities 2023–2028**" serves as compass for strengthening institutional capacity and human resources related to the government securities market development.

The Department of Government Securities, under the General Department of International Cooperation and Debt Management (GDICDM) of the Ministry of Economy and Finance (MEF), is responsible for overseeing the issuance and trading of government securities as well as implementing the PFDGS 2023-2028.

The GDICDM, MEF, is intended to recruit qualified individual consultants (contracted staffs) to work under the Department of Government Securities for the following positions:

- 1) Market Infrastructure Developer (1 Position)
- 2) Capital Market Analyst (2 Positions)
- 3) Policy and Planning Officer (2 Positions)
- 4) Bond Operation Officer (2 Positions)

The positions are open to nationals of Cambodia only. The selection procedure will follow the GKC's SOP. Only shortlisted candidates will be notified for the assessment and interview.

The Terms of Reference (TOR) of these vacancies are available at the website: <http://gdicdm.mef.gov.kh/> or at the following QR Code:



Interested candidates are invited to apply by submitting their cover letter, together with their CVs demonstrating that they meet the minimum qualifications requirements. The CVs must be accompanied by supporting documents and testimonials to substantiate the specified requirements.

Cover letter must be in writing duly signed and submitted before close of business on **7<sup>th</sup> February 2025, 5:00 PM** to the address below:

Ministry of Economy and Finance  
General Department of International Cooperation and Debt Management

**Email to:** [tieng\\_sokphyrom@mef.gov.kh](mailto:tieng_sokphyrom@mef.gov.kh)

**CC:** [piseth.un7@gmail.com](mailto:piseth.un7@gmail.com), [korn.namonic@gmail.com](mailto:korn.namonic@gmail.com)

**Ministry of Economy and Finance**  
**General Department of International Cooperation and Debt Management**  
**Department of Government Securities**

**Terms of Reference**

**Position:** Market Infrastructure Developer

**Location:** Department of Government Securities, General Department of International Cooperation and Debt Management.

**a. Objective**

The Market Infrastructure Developer shall perform duties and report on the tasks performed daily to the line management of the Department of Government Securities, General Department of International Cooperation and Debt Management. The Market Infrastructure Developer shall undertake the service at the Department of Government Securities.

**b. Roles and Responsibilities**

- Develop, design, and implement secure, efficient, and scalable Market Infrastructure Systems by ensuring alignment with international standards;
- Develop systems and tools to facilitate the operational of government securities management, including but not limited to Recording and Reporting System, Analyzing Tool, Data Hub, etc;
- Provide technology support to develop Investor Relations Website and Investor Education Dashboard;
- Undertake analyses of information infrastructure in primary and secondary market;
- Provide technology support for the development of the primary market pricing tool and a monitoring dashboard;
- Coordinate and provide comment on technical tasks related to market infrastructure;
- Collaborate with fiscal agent, key stakeholders, and technology providers to ensure the integration and interoperability of financial market infrastructure across different platforms;
- Identify and mitigate potential vulnerabilities in financial market infrastructure design, such as risks related to cybersecurity, data integrity, and operational resilience;
- Provide training and technical assistance to staffs under the responsible department;
- Strengthen and update support tools in place;
- Perform other tasks as assigned by the management.

**c. Minimum Qualification**

- Bachelor's degree, (Master's degree is preferable), in Computer Science, Software and Computer Systems Engineering, Information Technology or other relevant disciplines.
- Proficiency in operating relevant computer programs, e.g. MS Office database, project planning, spread-sheets and word-processing applications.
- Strong programming and software development skills.
- Understanding of information legislation, knowledge of the IT management regulations, standards and procedures along with basic principles of project management and control is essential.
- At least 5 (five) years professional experience with similar responsibilities in financial market infrastructure, financial technology solution, programming, database and web development and administration technologies, networking and operating systems.

- Experience in working with public institutions, financial institutions, international agencies/organizations will be an advantage.
- Strong interpersonal skills and demonstrated ability to work effectively as part of a team.
- Good oral and written communication skills in English.

**d. Time Schedule**

The selected candidate will be recruited for one (1) year on contractual basis, and the contract will be renewed on an annual basis subject to a satisfactory performance.

**Ministry of Economy and Finance**  
**General Department of International Cooperation and Debt Management**  
**Department of Government Securities**

**Terms of Reference**

**Position:** Capital Market Analyst

**Location:** Office of Market Development, Department of Government Securities, General Department of International Cooperation and Debt Management

**a. Objective**

The Capital Market Analyst shall undertake the service and provide expertise and assistance to senior management in the area of government securities with special reference to issues related to market development, new instruments, and secondary market, and other assistance to Office of Market Development.

**b. Roles and Responsibilities**

- Study, develop, and introduce new instruments as well as issuance methods to meet investor demand and prepare liquidity management plan for the management;
- Analyze all updated reports/data and conduct research (quantitative and qualitative data) to identify appropriate market trends and prepare various capital market reports on a weekly and monthly basis;
- Analyze financial risk factors, develop strategies, recommend risk management plan
- Assist in conducting consultation, market sounding, and roadshows with potential investors to collect data and information, maintain database, and develop financial modelling to forecast demand and develop strategies to align with market trends;
- Provide support to all research studies and prepare information brochures and required materials for all prospective investors;
- Prepare reports and presentations on the development of government securities market;
- Assist in conducting consultation meetings with rating agencies and international financial institutions;
- Perform other tasks as assigned by the management.

**c. Minimum Qualification**

- Bachelor's degree, (Master's degree is preferable) in Economics, Finance, Business Administration or other relevant disciplines.
- At least two (2) years of relevant general work experience, including one (1) year of professional experience with similar responsibilities in economics and finance related fields. Experiences related to the public sector, securities and exchange are an advantage.
- Proficiency in operating financial software applications.
- Expertise in bond valuation models.
- Strong interpersonal and communication skills and demonstrated ability to work effectively as part of a team.
- Excellent verbal and written communication skills in English. Proficiency in Chinese is an added advantage.

**d. Time Schedule**

The selected candidate will be recruited for one (1) year on contractual basis, and the contract will be renewed on an annual basis subject to a satisfactory performance.

**Ministry of Economy and Finance**  
**General Department of International Cooperation and Debt Management**  
**Department of Government Securities**

**Terms of Reference**

**Position:** Policy and Planning Officer

**Location:** Office of Policy and Planning, Department of Government Securities, General Department of International Cooperation and Debt Management

**a. Objective**

The Policy and Planning Officer shall perform duties and report on the tasks performed daily to the line management of the Department of Government Securities, General Department of International Cooperation and Debt Management. The Policy and Planning Officer shall undertake the service and provide expertise to senior management in the area of government securities, with special reference to issues relating to regulations, guidelines, and frameworks of the thematic bonds, sovereign crediting rating, and assistance to Office of Policy and Planning.

**b. Roles and Responsibilities**

- Participate in the preparation, coordination and monitoring of implementation of policy, strategy and legal framework related to government securities development and in monitoring the implementation of Policy Framework on the Development of Government Securities 2023-2028;
- Study and construct yield curves;
- Prepare and update the prospectus or information memorandum for each government securities;
- Prepare the conventions for each government security covering maturity dates, coupon rates, coupon frequency, day count basis, business day convention, and other terms and conditions;
- Prepare the government securities annual buyback and bond switch program and calendar for buybacks and switches;
- Coordinate all technical tasks related to government securities with agents and relevant stakeholders;
- Coordinate all technical tasks related to the provision of government lending and on-lending using the proceeds from government securities issuances;
- Establish the conventions for repurchase agreements and reverse repurchase agreements for government securities;
- Prepare bond documentation;
- Communicate with investors and rating agencies;
- Execute the transaction (price guidance, book-building, and allocation, in consultation with banks or financial intermediaries);
- Manage after-issuance processes (settlement, market monitoring); and
- Perform other tasks as assigned by the management.

**c. Minimum Qualification**

- Bachelor's degree, (Master's degree is preferable) in Public Policy, Law, Economics, or other relevant disciplines.

- At least two (2) years of relevant general work experience, including one (1) year of professional experience with similar responsibilities in policy analysis, economics and finance, monitoring and evaluation, and related fields. Experiences related to the public sector, securities and exchange are an advantage.
- Proficiency in composing regulations and formal documents.
- Proficiency in operating relevant computer programs, especially, MS Office: spreadsheets and word processing. Typing proficiency in Khmer and English is required.
- Strong interpersonal skills and demonstrated ability to work effectively as part of a team.
- Excellent verbal and written communication skills in Khmer and English.

**d. Time Schedule**

The selected candidate will be recruited for one (1) year on contractual basis, and the contract will be renewed on an annual basis subject to a satisfactory performance.

**Ministry of Economy and Finance**  
**General Department of International Cooperation and Debt Management**  
**Department of Government Securities**

**Terms of Reference**

**Position:** Bond Operation Officer

**Location:** Office of Operational Support, Department of Government Securities, General Department of International Cooperation and Debt Management

**a. Objective**

The Bond Operation Officer shall perform duties and report on the tasks performed daily to the line management of the Department of Government Securities, General Department of International Cooperation and Debt Management. The Bond Operation Officer shall undertake the service at the Office of Operational Support of the Department of Government Securities.

**b. Roles and Responsibilities**

- Participate in the preparation, coordination and monitoring of implementation of policy, strategy and legal framework related to government securities development;
- Coordinate technical tasks related to government securities with agents and relevant stakeholders;
- Maintain the fiscal agency agreement, manage the relationships with the fiscal agents and registrars and paying agents, and monitor the fiscal agent's performance to provide timely and efficient resilient custody and settlement services;
- Participate in the preparation of annual, semi-annual and quarterly market reports on domestic government securities;
- Maintain a database of market makers and/or primary dealers, intermediaries, resident and non-resident investors, and other market players in government securities, as input to the investor relations program;
- Perform other tasks as assigned by the management.

**c. Minimum Qualification**

- Bachelor's degree, (Master's degree is preferable) in Economics, Finance, Business Administration or other relevant disciplines.
- At least two (2) years of relevant general work experience, including one (1) year of professional experience with similar responsibilities in economic and finance related fields. Experiences related to public sector, securities and exchange and bond be an advantage.
- Proficiency in operating relevant computer programs, especially, MS Office: spreadsheets and word processing; as well as software in accounting and database applications. Typing proficiency in Khmer and English is required.
- Strong interpersonal skills and demonstrated ability to work effectively as part of a team.
- Excellent verbal and written communication skills in English.

**d. Time Schedule**

The selected candidate will be recruited for one (1) year on contractual basis, and the contract will be renewed on an annual basis subject to a satisfactory performance.