



*Better Factories Cambodia* (BFC) is an innovative program which seeks to improve working conditions in the export garment industry in Cambodia. It is based on a model of improvement which includes monitoring for compliance with the Cambodian labour law and core international labour standards, and remediation training and capacity building activities. The program emphasizes the link between improving working conditions and the competitiveness of the industry, with a focus on quality and productivity. *Better Factories Cambodia* works closely with its partner organisations (Ministry of Labour and Vocational Training, Garment Manufacturers Association in Cambodia and unions) and other stakeholders such as NGOs and international buyers.

The *Better Factories Cambodia* project has a sustainability strategy that will make it a local independent body by the year 2010. While its office and project activities are expanding, more staff members are needed. This position will suit a candidate with established skills in the required areas and who has a willingness to learn new skills and take on increasing responsibility as the project develops.

### **Data Management Administrative Assistant (GS 4)**

#### **Function**

To assist with the implementation of monitoring and training services through data management support for Better Factories Cambodia including liaison with programme partners concerning data registration and up-keeping of the information management system (IMS) of the programme.

#### **Duties**

Under the overall guidance of the project Chief Technical Advisor and under the direct supervision of the National Programme Manager the incumbent will undertake the duties mentioned below.

1. Undertake a variety of standard secretarial data management functions in support of the work of the supervisor including:
  - Searching information as instructed by the supervisor;
  - Screening and routing incoming matters;
  - Typing confidential materials;
  - Drafting routine correspondence;
  - Arranging internal and external meetings/seminars/ workshops;
  - Administrative support functions;
  - Protocol matters;
  - Maintaining monitoring, training and confidential files.
2. Provide administrative support for the IMS and other data repository such as Microsoft access programmes including:
  - Factory registration and agreements;
  - Third party access;
  - Issuing invoices, receipts and passwords;
  - Maintaining up to date contact details, contribution lists and payment confirmation lists;
  - Maintaining training services statistics;
  - Ensuring coordination of finance related data with BFC finance unit.

3. Prepare informal translations and act as an interpreter as required;
4. Assist in the preparation of various support and capacity building material related to the IMS;
5. Distribution of various programme materials to partners through the IMS and other means including synthesis reports, quarterly newsletters, and training publications;
6. Liaise with a range of stakeholders including concerned ministries, international buyers, manufacturers, unions and NGOs;
7. Maintain the filing system (both electronic and hard copy);
8. Perform other duties as required by the CTA.

#### **Education and Experience**

- Completion of secondary school education and secretarial training. A relevant undergraduate degree is desirable. AND
- At least three years' experience in clerical work.

#### **Languages**

Excellent knowledge of English and Khmer languages. Knowledge of Chinese would be a strong asset.

#### **Competencies**

1. Good communications skills, both oral and written;
2. Good record keeping and information processing skills;
3. Ability to use Word processing software and ability to use information management systems;
4. Demonstrated ability to type at prescribed speed and knowledge of a number of software packages required by the work unit;
5. Experience in industrial relations in Cambodia's garment sector;
6. Basic analytical skills;
7. Appreciation of principles of gender equality and how it can be promoted as part of a communications strategy;
8. Ability to organise own work in a timely manner;
9. Ability to work well with colleague and high commitment.
10. Capacity to liaise and network with a range of stakeholders including staff, buyers, government officials, management and unions.

The ILO is an equal opportunity employer. Women are particularly encouraged to apply. All applicants must attach a two page statement addressing their claims against the required competencies. The statement should explain to the interview panel how your skills and experience show you have the relevant competency. Applicants who do not attach this statement will not be considered for interview.

Only short listed applicants will be contacted for written competency test and /or interview.  
Applications should be sent to Keo Kolina at [kolina@ilo.org](mailto:kolina@ilo.org) or  
to *Better Factories Cambodia* Office at # 9, Street 322, Boeung Keng Kang 1, Phnom Penh.

**Closing date for application is 01 March 2010**