



International
Labour
Organization



Job Vacancy Receptionist GS-2

Project

Better Factories Cambodia 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 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 of Cambodia and unions) and other stakeholders such as NGOs and international buyers.

Function

To provide receptionist services for Better Factories Cambodia Project.

Duties

Provide an efficient and courteous reception service and to perform associated clerical work.

Education –and Experience

- Completion of secondary education or diploma in office management.
- At least one year's relevant work experience

Languages

Good knowledge of Khmer and knowledge of the working language of the English. Knowledge of Mandarin would be an asset.

Competencies

1. Ability to use word processing software and e-mail;
2. Ability to reply in an appropriate manner to telephone and in-person enquiries;
3. Ability to organize own work.
4. Ability to use telephone equipment and computers for word processing and simple data entry or record keeping
5. Ability to maintain clerical records of moderate complexity
6. Ability to work in a team

Location

Phnom Penh, Cambodia

Duration

One year fixed term contract with option of yearly renewal subject to availability of funds.

The ILO is an equal opportunity employer. Women are particularly encouraged to apply. All applicants must attach a 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 test and /or interview. Applications should be sent to Ms. Ngan Touch Sophorn at sophorn@ilo.org or to Better Factories Cambodia Office at # 9, Street 322, Boeung Keng Kang 1, Phnom Penh. Tel: 023 212 847

Closing date for application is 09 October, 2009, 17.00h.