



International  
Labour  
Organization



**Better Factories Cambodia**  
**Remediation/Training Assistant Job Description**  
**GS 4 – Administrative Secretary**

**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 constituents (Ministry of Labour and Vocational Training, Garment Manufacturers Association in Cambodia and unions) and other stakeholders such as NGOs and international buyers

The project is now embarking on a stage of increased training activities, with the provision of new funding from the Agence Francaise de Developpement. Better Factories Cambodia is now developing information products to support its activities.

The *Better Factories Cambodia* project has a sustainability strategy that will make it a local independent body by the year 2009. This position will suit a candidate with established skills in the required areas and who has a willingness to develop new skills and take on increasing responsibility as the project develops.

**Function**

To assist with the implementation of Remediation/ Training support services for *Better Factories Cambodia*.

**Duties**

1. Undertake a variety of standard administrative and secretarial functions in support of the work of the supervisor including:
  - Screen and route incoming matters;
  - Typing confidential materials;
  - Draft correspondence on routine matters;
  - Provide secretarial and administrative support for internal and external meetings/ seminars/ workshops;
  - Maintain office administrative functions;
  - Support protocol matters
2. Search information as instructed by the supervisor;
3. Prepare informal translations and may act as an interpreter;
4. Perform liaison duties with a range of stakeholders including concerned ministries;
5. Set up and maintain office filing system (both electronic and hard copy). Maintain office records on various subjects;
6. Assist in the preparation of training materials and other training related resources;
7. Attend factory based meetings to provide support and/or interpretation services;
8. Perform other duties as assigned by the supervisor.

**Education**

- Completion of secondary school education and secretarial training. A relevant undergraduate degree is desirable; AND

**Experience**

- At least three years' experience in clerical work.
- Experience in industrial relations in Cambodia's garment sector

**Languages**

Excellent knowledge of English and Khmer languages. Knowledge of any other languages used in the area of assignment, i.e. Chinese, would be a strong asset.

**Competencies**

1. Demonstrated ability to type at prescribed speed and proven ability to use word processing software packages required by the work unit;
2. Good record keeping and information processing skills;
3. Knowledge of secretarial practices and office procedures;
4. Ability to draft correspondence;
5. Ability to reply in an appropriate manner to telephone and in-person inquiries.
6. Ability to organise own work in a timely manner;
7. Ability to work well with colleagues;
8. Good communication skills to work with officials at all levels both within and outside the office in a courteous and cooperative manner.

**Supervision**

The supervisor provides the general outline of work, and reviews work in progress as required. Completed work is reviewed for accuracy.

**Location**

Phnom Penh, Cambodia

**Duration**

***One year fixed term contract with option of yearly renewal subject to availability of funds and satisfactory working performance.***