



The Embassy of the Federal Republic of Germany in Phnom Penh seeks to fill the position of a

**Administrative Assistant for Development Cooperation
(Locally employed staff)**

The position entails the following tasks:

- Assisting the development cooperation section in organizing office procedures, organizing and filing correspondence as well as maintaining calendars
- Establishing and maintaining contacts with local, national and government entities as well as embassies and international organizations
- Supporting the organization, preparation of high-ranking visitors to Cambodia and development cooperation section's events
- Supporting administrative procedures (managing payrolls, organizing shift tables, etc.) of the embassy
- Written and oral translations (Khmer-English/English-Khmer; Khmer-German/German-Khmer if applicable)

The applicant should have the following qualifications and experience:

- High School diploma/ Baccalaureat II
- Friendly attitude, politeness, helpfulness, patience
- Ability to work pro-actively and autonomously
- Ability to work in a team
- Proficiency in Khmer (oral and written)
- Good knowledge of English (comparable to B2 according to Common European Framework for Languages)
- Good knowledge of German is an advantage
- Proficiency in standard IT applications

According to the German Federal Government's policy, applications by women are particularly encouraged.

Contract conditions and compensation are based on the standard employment agreement for non-diplomatic staff at the Embassy of the Federal Republic of Germany. Applicants who are not Cambodian citizens must have a valid residence permit and unrestricted working permit.

Please submit your application by 11 May 2026 enclosing the following documents:

- Curriculum vitae (preferably using EuroPass: <https://europass.cedefop.europa.eu/documents/curriculum-vitae>)
- Copy of school leaving certificate or highest university diploma (and English or German translation)
- 1 Letter of recommendation, if available
- Copy of passport (if applicable: copy of residence permit and working permit)

Original documents must be presented before hiring.

Please submit your application **either electronically** to: vacancies@phno.auswaertiges-amt.de
or send to/ hand in a hard copy:

Embassy of the Federal Republic of Germany
Attn: Head of Administration
No 76-78 Street 214 (Blvd. Yougoslavie)
Phnom Penh