

# Vacancy Announcement

## Administrative Assistant (part-time position)

### Who we are

Freedom, justice and solidarity are the basic principles underlying the work of the Konrad-Adenauer-Stiftung (KAS). The KAS as a political think tank has been working in Cambodia since 1994, striving to support the Cambodian people in fostering dialogue, building networks and enhancing scientific projects. Thereby, the foundation works towards creating an environment conducive to economic and social development. All programs are conceived and implemented in close cooperation with the Cambodian partners on central and sub-national levels.

### Your tasks

- Supporting program managers to prepare administrative documents
- Registration and documentation of all new local and international KAS publications
- Supporting the office main accountant for administrative work, tax and national security fund payments and some daily transaction as required
- Achieving administrative and financial documents
- Prioritizes and assists in managing the flow of information in and out of the office and ensure proper time management

### Your profile

- Diploma or relevant administrative and accounting skill
- Excellent proficiency in English and Khmer (writing, reading and speaking), German language skills are a plus
- Computer literacy in Microsoft Office (Word, Excel and PowerPoint)
- Ability to meet deadlines and experience in handling pressure and challenging work.
- Experience in working for an international organization is an advantage
- Very good interpersonal and intercultural skills
- Undergraduate or fresh graduate student is encouraged

### What we offer

- An interesting and demanding work in a dedicated and flexible international team
- A part-time working contract according to Cambodian Labor Law
- A remuneration appropriate to the work assignment

### Apply now

Interested candidates who fulfill the above mentioned criteria are invited to submit their applications (motivation letter and CV including references) until 08<sup>th</sup> January 2021 as one PDF-file to [Sokla.Phang@kas.de](mailto:Sokla.Phang@kas.de).