Kingdom of Cambodia
Nation Religion King

Ministry of Agriculture	Ministry of Education
Forestry and Fisheries	Youth and Sport

Royal University of Agriculture

Higher Education Improvement Project (HEIP)

Terms of Reference (ToR) for **"Procurement Assistant"**

I. Background

The HEIP activities are fund funded by an IDA credit for improving the quality of higher education of Cambodia. The objectives of Higher Education Improvement Project (HEIP) is to improve the quality and relevance of higher education and research mainly in STEM and Agriculture at target higher education institutions, aim to improve governance in the sector. The project is expected to be implemented over a 6-year period, starting July 2019 and ending June 2024. The project comprised of three components:

Component 1: Improving Teaching and Learning in STEM and Agriculture-aims to enhance quality of teaching and learning capacity of targeted HEIs in the fields of science, technology, engineering, mathematics (STEM) and agriculture, while other complementary areas deemed necessary for economic development will also be supported.

Component 2: Improving Research in STEM and Agriculture-aims to improve the quality and relevance of research in STEM and Agriculture fields by supporting the targeted HEIs in the development and implementation of research projects that result in peer reviewed publications.

Component 3: Strengthening Sector Governance and Project Management-aims to strengthen the system of higher education sector to produce graduate equipped with transferable skills and knowledge, especially in STEM and Agriculture

II. Purpose

The Royal University of Agriculture (RUA) is one of the beneficiary university of the HEIP project. We are now seeking for quality candidate to fulfill the position of "**Procurement Assistant**" to support project procurement at RUA in implementing the project activities.

III. Scope of Work
1. Assist the procurement officer to prepare bidding document and evaluation
2. Check process and keep good records of procurement document related to the project
3. Communicate and liaise with stakeholder of project within the university
4. Work closely with finance officer to ensure smooth financial transaction to supplier
5. Organize procurement meeting and write
6. Perform other administrative tasks assigned by procurement officer

III.   Role

The successful candidate will work under supervision of the HEIP procurement officer of RUA. S/he will work closely with other members of the project in order to smooth implementation.

IV.   Location

The selected candidate is expected to be based at the Royal University of Agriculture. S/he is required to participate occasionally in meeting, training program, if any, organized in province

V. Qualifications and Experience:

1. Bachelor degree in Accounting, Finance, Management or related fields
2. With one year experience in similar position
3. Proficient in using Microsoft Office
4. Familiar with internet and email
5. Moderate English proficiency
6. Honest and able to work with less supervision
7. Punctual and organized
8. Willing to learn new thing

VI.   Term

The position will start as early as possible, with 3 months' probation, 1 year contract, and possible to be renewed.

Interested applicant should submit:

1. Cover letter
2. Up-to-date CV with two referees
3. Copy of any obtained degrees, and other related certificates
4. At least one recommendation letter from previous working place and/or university

which express specific reference to the ability of candidates to meet the criteria set in the **Terms of Reference**.

All applications should be delivered or sent by email to the address below not later than **21st April 2020**

Ms. Nhim Sopheap
HEIP Project Office,
Room A03, Ground Floor, Academic Building, Royal University of Agriculture, Sangkat Dangkor, Khan Dangkor, Phnom Penh, Cambodia,
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cc nsopheap@rua.edu.kh

With the subject stated as "Application for Procurement Assistant"