



International Business Chamber of Cambodia

The International Business Chamber of Cambodia is a business membership not-for-profit organization. The IBC currently seeks to employ a **Legal Analyst** in order to increase the capacity of its Secretariat in support of membership services and the Government-Private Sector Forum Working Group D on Law, Tax & Governance.

The IBC therefore invites applications from persons who meet the following criteria:

Qualifications and Requirements

- Pre-Qualifications: A Master's Degree in Political Science, Economics or Law or an equivalent degree
- Knowledge or interest in tax policy is an advantage
- Ability to manage multiple priorities under pressure and accomplish short- and long-term deadlines with a heavy workload
- Ability to work with minimum supervision
- Good public presence and able to interact with many types of people at different levels
- Excellent report writing and presentation skills
- Computer literacy
- Fluency in both written and spoken Khmer and English

Principal Duties and Responsibilities:

- Developing policy and related papers for discussion and adoption by the Executive Committee
- Carrying out surveys among member companies in relation to policy issues
- Developing policy strategies
- Carrying out policy dialogue with all relevant government stakeholders
- Communicating with international partners on legal and policy matters
- Tracking legislation in government
- Documenting outcomes of policy efforts
- Disseminating information about current developments in legal and policy

Important: CV and Cover Letter should be sent by email to: info@ibccambodia.com

Closing date for expressions of interest: 5:00pm 01 November 2017

Salary: depending on qualification and experience (min USD500/month)

Note: *Only short-listed candidates will be contacted for interview.*