

**KINGDOM OF CAMBODIA
NATION RELIGION KING**



**MINISTRY OF EDUCATION, YOUTH AND SPORT
ROYAL UNIVERSITY OF AGRICULTURE
SECOND HIGHER EDUCATION IMPROVEMENT PROJECT
IDA-CREDIT NO.: 76340-KH**

**TERMS OF REFERENCE (ToR)
for One Positions of
“Project Assistant for New Building Design Team”**

I. Background

The Second Higher Education Improvement Project (HEIP2) activities are funded by the International Development Association (IDA) Credit of US\$80 million equivalent and US\$1.7 million from the Royal Government of Cambodia. The project is expected to be implemented over six years, starting in 2025 and ending in 2030.

The project aims to enhance Cambodia’s competitiveness by improving the quality of higher education provision and research mainly in STEM in line with priority industries.¹⁹ The project will target two priority areas: (1) to improve the teaching, learning, and research in STEM in HEIs that are connected to industries prioritized in the IDP and PS-I and (2) to strengthen the higher education sectoral governance.

The project development objective (PDO) aims to improve quality and relevance of higher education and research mainly in STEM at targeted higher education institutions, and to provide immediate and effective response in case of an Eligible Crisis or Emergency.

The project’s primary beneficiaries include nine targeted public Higher Education Institutions (HEIs) and relevant Ministry of Education, Youth, and Sport (MoEYS) departments. The public HEIs include five within Phnom Penh: the Institute of Technology Cambodia (ITC), the Royal University of Agriculture (RUA), the Royal University of Phnom Penh (RUPP), the National Institute of Agriculture – Prek Leap (NIA), the Royal University of Fine Arts (RUFA), and four other provinces: the Svay Rieng University (SRU), the National University of Battambang (NUBB), the University of Heng Samrin Thbongkhmum (UHST), and the National University of CheaSim Kamchaymear (NUCK).

II. Objective of the Assignment

The main objective of this Terms of Reference (ToR) is to recruit a highly motivated and detail-oriented Project Assistant to provide comprehensive support to the Architect and Engineers. The assistant will play a crucial role in coordinating team activities, compiling project documentation, and ensuring that all necessary information is prepared accurately for the bidding and construction phases.

III. Scope of Work

The successful candidate will work under supervision of **Architecture Consultant and Engineering Consultant team** of the **RUA-HEIP2** project. S/he will work closely with other members of the project in order to smooth implementation. The Project Assistant will be responsible for, but not limited to, the following tasks:

- Facilitate meetings for the design team and with RUA team and other external stakeholder and making minute
- Compile and organize all design documents, including architectural plans, engineering drawings, and technical specifications, from each team member.
- Assist in the preparation and documentation of the Bill of Quantities (BoQ) by consolidating information from the architect and engineers.
- Provide administrative support to the project team as required.

IV. Location

The selected candidate is expected to be based at Project Officer, RUA. She/He is required to participate occasionally in meetings, training programs, and others, organized by the project team.

V. Qualifications and Experience:

- A fresh graduate with a bachelor's degree in engineering, architecture, or any other relevant field.
- Good organizational and time management skills.
- Moderate English proficiency
- Honest and able to work with less supervision
- Punctual and organized
- Willing to learn new thing, ability to work in a team and capacity to carry out other tasks as required.

VI. Term

The position will start as early as possible, with 3-month probation, 1 year contract, and possible to 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

not later than **25th September 2025** by delivering to:

Ms. Nhim Sopheap, Procurement Officer

Tel: (855) 61 46 73 63, (855) 86 75 55 25

Address: RUA-HEIP Office, Room A03, Ground Floor, Academic Building, Royal University of Agriculture, Sangkat Dangkor, Khan Dangkor, Phnom Penh, Cambodia.

or sending to the address below E-mail: heippr@rua.edu.kh and cc: nsopheap@rua.edu.kh

With the subject stated as **“Project Assistant for New Building Design Team”**

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TERMS OF REFERENCE (ToR)
for One Positions of
“Financial Management Assistant”

I. Background

The Second Higher Education Improvement Project (HEIP2) activities are funded by the International Development Association (IDA) Credit of US\$80 million equivalent and US\$1.7 million from the Royal Government of Cambodia. The project is expected to be implemented over six years, starting in 2025 and ending in 2030.

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II. Objective of the Assignment

The selected staff expected to provide administrative assistant to support **RUA-HEIP project Financial Management**. It is expected that the assistant will always observe the highest standard of professional ethics and integrity, and promote a results-oriented approach in the area of his/her responsibility and accountability.

III. Scope of Work

The successful candidate will work under supervision of Financial Management Officer **of the RUA-HEIP 2 project**. S/he will work closely with other members of the project in order to smooth implementation. Tasks will include, but not be limited to:

- Assist the FM officer to prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting document.
- Check process and budget request/clearance document to comply with project operational manual and FM Manual.
- Manage all fixed assets, Fixed Assets Register and Reconciliation, Labeling, Physical count of fixed assets, Commitments and Contract Securities of the project.
- Prepare support document to file taxes
- Perform other tasks assigned by HEIP Finance Management Team

IV. Location

The selected candidate is expected to be based at Project Officer, RUA. She/He is required to participate occasionally in meetings, training programs, and others, organized by the project team.

V. Qualifications and Experience:

- Bachelor degree or Senior student in Business, Accounting, Finance, Management, or related fields
- At least one-year experience in similar position
- Understand basic knowledge, how to file taxes
- Proficient in using Microsoft Office
- Moderate English proficiency
- Honest and able to work with less supervision
- Punctual and organized
- Willing to learn new thing, ability to work in a team and capacity to carry out other tasks as required.

VI. Term

The position will start as early as possible, with 3-month probation, 1 year contract, and possible to renewed.

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With the subject stated as **“Financial Management Assistant”**