

National Procurement Specialist – Skills for Future Economy Sector Development Program

About the project

This project is at tender stage.

The purpose of this assignment is to assist in the implementation of Outputs 2 (Textile, Apparel, Footwear, Travel Goods Association in Cambodia) and 3 (Industry Association of Automotive industry, Electronics industry) of the *Skills for the Future Economy Sector Development Program (SFESDP)*; and to develop a video on 5S, waste elimination, lean, critical core skills and labour law. The full Terms of Reference (TOR) are available on request – please email LMFrameworks@landell-mills.com.

About the role

We are seeking to recruit a National Procurement Specialist with experience in procurement and contract administration of projects funded by the Asian Development Bank (ADB) or the World Bank (WB). Please see further role details below:

- Location: Cambodia
- Hours: Part-time
- Length: 48 person months
- Duration: From July 2025 to September 2029
- Funding agency: ADB

Required expertise and experience

- Excellent English (spoken and written)
- Excellent Khmer (spoken and written)
- Excellent report writing, especially bidding documents, detailed TOR and end of assignment reports
- Experience working in teams
- Computer literate
- Bachelor's or Master's degree in economics or business administration, or procurement and contract administration fields
- At least 5 years' experience in procurement and contract administration of projects funded by ADB or WB
- Knowledge of the government and ADB procurement guidelines and procedures, as indicated in the government updated Standard Operation Procedures and the ADB Procurement policy
- Experience providing job and procurement training in workshops

How to apply

Please send an up-to-date CV, preferably in ADB format, to LMFrameworks@landell-mills.com as soon as possible, including your desired daily fee rate per month in USD and relevant work examples, if

applicable. We are considering applications on a rolling basis so would advise early CV submission. Please send any queries regarding this role to the same email address.