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DIGITAL GOVERNMENT COMMITTEE

1. MESSAGE TO CANDIDATE

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At Digital Government Committee, we are dedicated to building citizen trust through innovative digital solutions that not only empower communities but also contribute to the development of our country. We aim to put our country on the world map by delivering advanced, impactful digital products and services. By joining us, you will play a crucial role in creating transparent, reliable solutions that shape the future of our nation and strengthen public confidence. **Together, we can build a better tomorrow and elevate our country's presence on the global stage.**

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2. GENERAL INFORMATION

Organization	Digital Government Committee - DGC
Job Title	International Relations
Level	-
Location	DGC Olympia
Term	Full time
Salary	Negotiation

3. ROLE SUMMARY

The International Relations role is responsible for building and managing international partnerships, providing geopolitical and strategic insights, and supporting global engagement initiatives. The role strengthens the organization's international positioning, ensures effective coordination of cross-border projects, and represents the organization in regional and global forums.

4. RESPONSIBILITY

- **International Partnership & Stakeholder Management**
 - Develop and manage strategic relationships with international partners, donors, governments, and multilateral organizations
 - Identify new partnership opportunities aligned with organizational priorities
 - Coordinate engagement with embassies, international agencies, and regional networks
 - Support negotiation and follow-up of MOUs and cooperation agreements
- **Research & Geopolitical Analysis**
 - Conduct research on geopolitical, political, and economic developments
 - Analyze global and regional trends and assess implications for the organization
 - Produce policy briefs, background notes, and analytical reports Monitor international developments affecting cooperation and partnerships

- **Strategic Planning & Advisory Support**
 - Provide strategic advice to senior management on international engagement
 - Support development of international strategies and roadmaps
 - Contribute global perspectives to organizational planning processes
 - Prepare briefing notes and strategic recommendations for leadership
- **Coordination of International Projects & Events**
 - Coordinate planning and implementation of international projects and missions
 - Support organization of international conferences, forums, and bilateral meetings
 - Liaise with internal teams and external partners to ensure timely delivery
 - Track progress, risks, and deliverables for international initiatives
- **Communication & Representation**
 - Represent the organization in international meetings and forums
 - Support preparation of speeches, presentations, and official communications
 - Ensure consistent messaging and professional representation
 - Contribute to international visibility and reputation-building efforts

5. QUALIFICATIONS

- Bachelor's or Master's degree in International Relations, Political Science, International Development, Economics, Law, or a related field
- Minimum 3–7 years of relevant experience in international relations, diplomacy, development cooperation, or stakeholder engagement
- Demonstrated experience working with international organizations, governments, donors, or regional institutions
- Strong research and analytical background in geopolitics, international affairs, or regional studies
- Excellent written and verbal communication skills in English; additional languages are an asset
- Experience coordinating international projects, missions, or high-level events is highly desirable
- Strategic thinking and political awareness
- Stakeholder engagement and partnership-building
- Project coordination and organizational skills
- Cross-cultural communication and adaptability
- Ability to work independently and manage multiple priorities
- High level of professionalism, discretion, and integrity

6. HOW TO APPLY

- Submit your CV and information to this form:
<https://form.gov.kh/666e65d67e60fe0012cf6edc>

7. CONTACT PERSON

 <https://t.me/ChanvesnaMa>

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