

# Job Announcement

## Head of International Relations Office

Phnom Penh International University (**PPIU**) is one of the leading private universities in Cambodia, with clear mission, vision and values. To ensure quality of its Higher Education, **PPIU** is committed to and abides by National, Regional (ASEAN) and **International Standards**. We are now looking for an innovative, academically qualified person, who has **career plan in Education**, and wishes to challenge new opportunities, local and international, in higher education.

❖ **Position: Head of International Relations**

❖ **Duties**

- Provide leadership for International Relations Office;
- Be accountable for strengthening PPIU International Relations, *by*:
  - ✚ Maintaining good communication with existing partners;
  - ✚ Expanding both, number of partners and activities;
  - ✚ Updating on the trend in Higher Education worldwide;
  - ✚ Reaching out, creating internationally educational environment;
- Other issues related to international affairs of PPIU.

❖ **Requirements**

- Bachelor (BA) degree (at least);
- BA in IR/English is preferable;
- Excellent verbal and writing skills in English;
- Proficiency in the computer applications of MS Office and Email Application;
- Be able to work in different environments, travel in the country and abroad;
- Be able to work under pressure;
- Having good team work, proactive/make things happen, and leadership behavior.

Deadline for application: **20 August 2018**.

Interested candidate should submit application with a cover letter and CV to Head of Admin &HR, PPIU Building, 5<sup>th</sup> Floor, No 36, Street 169 (opposite Bak Took High School), Phnom Penh, Tel: +855 23 999 908)