



CALL FOR APPLICATIONS

JOB ANNOUNCEMENT (Urgent)

Expert Trainers

Join our API Development Consulting Team (Full-Time/Part-Time Staff/Consultant)

Micro-Small-Medium Enterprises (MSMEs) and the Informal Sector Business

Expected to start from May 2025 to March 2026

Background

API is a leading Cambodian NGO active in capacity building for change in society. Its capacity-development and consultancy unit set out on a mission to provide service to local and international NGOs, SMEs, government entities, and individuals with a mandate to develop professional and institutional capacity in advocacy, good governance, and job-related soft skills. The ultimate goal is to see positive changes within professional settings across sectors that could be realized through training, collaboration, and dialogues. Please visit www.apiinstitute.org.

We are seeking **experienced and highly skilled consultants** to join our **API Development Consulting Team** on a **full-time or part-time basis**. As a consultant, you will work closely with **Micro-Small-Medium Enterprises (MSMEs) and Informal Sector Business**, providing them with the knowledge and skills needed to enhance their business operations and drive sustainable growth. If you have expertise in any of the following areas and are passionate about driving impactful projects, we invite you to apply!

Trainer Expertise Areas

We are currently seeking experts in the following fields:

1. SME Legal & Tax Compliance (Including Business Registration & Regulations)
2. Business Development & Planning (Canva Business Model)
3. Foundations of SME Fundraising
4. Investor Pitching & Negotiation Skills
5. Market Positioning & Competitive Advantage
6. Entrepreneurship
7. Financial Management & Bookkeeping for SMEs
8. Customer Service and Sales
9. Digital Marketing, E-Commerce, and Digital Adoption
10. Human Resource Management
11. Career Development
12. Marketing and Communication
13. Food Safety and Hygiene
14. Quality Assurance and Safety Standards
15. Digitalization, Digital Skills, and Literacy
16. E-Commerce and Online Marketing



Scope of Work

1. Training Needs Assessment (TNA) & Curriculum Development

- Conduct pre-training assessments through surveys and focus group discussions to identify SME needs.
- Design a structured, modular curriculum that covers essential business skills, financial literacy, and investment readiness.
- Develop engaging learning materials, including case studies, practical exercises, and real-world examples.

2. Training Delivery

- Conduct structured training sessions combining theoretical knowledge and practical application.
- Include guest speakers and industry experts to provide valuable insights.
- Offer follow-up group coaching sessions to reinforce learning.

3. Coaching & Mentoring

- Provide one-on-one coaching to SMEs/Informal Sectors, helping them refine business models and pitching strategies.
- Guide SMEs/Informal Sectors in developing investment readiness plans and overcoming business challenges.
- Conduct regular check-ins and personalized mentoring sessions to support SMEs/Informal Sectors growth.

Trainer Requirements:

- ✓ 5-10 years of professional experience in your field of expertise.
- ✓ Master's degree in a relevant field (preferred).
- ✓ Strong analytical, problem-solving, and communication skills.
- ✓ Ability to work independently and adapt to diverse project needs.
- ✓ Experience working in multi-disciplinary teams (preferred).
- ✓ Fluency in English (written and spoken) is required.

If you are passionate about SME development and Informal Sector Business and have the expertise to deliver high-quality training, we would love to hear from you!

How to apply

Interested applicants are requested to submit a cover letter and detailed CV by email or by post to the address below.

API is committed to a policy of equal opportunities, value inclusion, and seeks a diverse and inclusive workforce. Applications are welcome from people of all origins, ages, religions, genders, ethnicities, sexual orientations, and disabilities. Every application for the position will be reviewed against the above requirements only. **Women and people with disabilities are encouraged to apply.**

Due to a high volume of applications, only short-listed candidates will be contacted. Your application/CV will not be returned.

Closing date: 05-05-25 by 5 pm.

More info and job description at API website: <https://apiinstitute.org/>



ADVOCACY AND POLICY INSTITUTE

Phnom Penh Villa Building,
#26, St. 388, Sangkat Toul Svay Prey 1,
Khan Boeung Keng Kang, Phnom Penh, Cambodia



PHONE 023 213 486
EMAIL APIOFFICE@APIINSTITUTE.ORG