



CALL FOR APPLICATIONS

Job Announcement Volunteer

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 a Volunteer to support the efficient execution of training programs, workshops, and business activities. This role requires organizational skills, attention to detail, and knowledge of digital marketing. The Assistant will work closely with the Business Development Manager to consolidate training materials, manage logistics, conduct research, and schedule meetings.

Key Responsibilities:

- Consolidate and organize training materials, handouts, and presentations.
- Assist trainers to ensure all training materials are updated and well-structured.
- Coordinate logistics for workshops and training, including venue booking, catering, and equipment setup.
- Ensure smooth facilitation of training sessions by managing materials and technical setup.
- Conduct daily searches (From the bongthom.com Website) for relevant funding, grants, and business opportunities.

Qualification Required:

- Fresh graduate or 3-4 year Bachelor's degree in Business Administration, Marketing, Communications, or a related field (preferred).
- Experience in administrative support and training coordination is an advantage.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and Canva.
- Good communication skills in English Language Requirements
- Ability to work independently and meet deadlines.

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: 6 April 2025 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