



Vacancy Notice No. FPA-25-006

Job title:	Personal Assistant to Representative
Level:	GS-6
Position Number:	00004717
Location:	Phnom Penh, Cambodia
Full/Part time:	Full time
Fixed term/Temporary:	FTA
Rotational/Non-Rotational:	Non-Rotational
Duration:	One year (renewable)
Deadline:	12 January 2026, at 17:00, local time

The position provides senior level communications, administrative and secretarial support to the Cambodia Country Office management team, maintaining full confidentiality in all aspects of assignment, maintenance of protocol procedures, information flow and follow-up on deadlines and commitments made. You will report directly to the Representative or the Officer-in-Charge.

Qualifications and Experience

Education:

Completed Secondary Level Education is required. A first level university degree is desirable

Knowledge and Experience:

- Six years of relevant experience in administration and/or research.
- Strong interpersonal and organizational skills.
- Proficiency in current office software applications.
- Good written and verbal communication skills.

Languages:

Fluency in spoken and written English and Khmer.

How to apply:

Online applications are required to be submitted via the following link:

https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_2003/job/31016

P-11, interested candidates are required to complete and submit P-11.

Please visit UNFPA website for more details. <https://cambodia.unfpa.org/en>

Disclaimer:

The UN/UNFPA does not charge any application, processing, training, interview, examination, or other fees related to the application or recruitment process. Advertisements, letters, or fraudulent offers can be reported to the UNFPA Fraud Hotline <http://www.unfpa.org/help/hotline.cfm>

UNFPA Work Environment: UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - click [here](#) to learn more.