



JOB DESCRIPTION

Position Title	:	External Relations & Partnerships Manager
Department	:	Engagement & Partnerships
Report to	:	Director of Engagement & Partnerships
Reportee (if any)	:	N/A
Location	:	Phnom Penh

Reporting to the Director of Engagement & Partnerships, the External Relations & Partnerships Manager is responsible for the development and coordination of university-sponsored community engagement initiatives. The position ensures that programs and activities are consistent with the mission and goals of the University and contribute to an enriched and robust quality of student life both locally and globally. In coordinating and developing external engagement activities, the EPO supports faculties to develop and maintain Memoranda of Understanding, formal partnerships, and the establishment and maintenance of a robust UP Alumni organization.

1. Duties and responsibilities

- Under leadership of the Director, support the Department in the day-to-day operations of the department, ensuring consistency of practice and maintenance of optimal service levels for faculties, students, local and international partners and alumni
- Interpret and implement UP policies and regulations relevant to the role
- Timely support of faculty members, to coordinate and develop Memoranda of Understanding with local and international hospitals, NGOs and other university partners
- Plan, develop and implement related activities and assist the Director in the development, management and implementation of UP's goals and objectives
- Supervise, control and evaluate engagement and partnership programs and services
- Proactively engage with faculty colleagues, external partners and graduated students program areas with major impact on students and their UP experience
- Serve as liaison with faculty and other departments to maintain a strong presence with students
- Serve as a translator for documents and in coordination with the Director
- Develop partnerships with local businesses to provide discounts for students and staff
- Perform other related duties and assume additional responsibilities as assigned by the Director

2. Qualifications and Requirements:

1. Experience:

- At least one year working in a related field (preferred)
- Experience working with students and educational institutions (preferred) or a similar combination of qualification and related experience

2. Education:

- A Bachelor Degree in Education, Marketing or similar qualification

3. Skills/Competencies:

- Interest, knowledge and understanding of the principles and practice of international education and global exchanges
- Interest, knowledge and understanding of the principles and practice of delivering excellence in activities and practices associated with developing and maintaining professional institutional partnerships with colleagues, external partners and university alumni
- Leadership capability and commitment to professional and personal development
- Ability to work independently and as part of the team
- Outstanding organizational and time management skills
- Outstanding communication skills – including fluent Khmer and English (written and spoken)