**East Asia Management University (EAMU)** is an international university from Singapore that is licensed and authorised by the Royal Government of Cambodia to deliver university degree programs and courses. With our expansion program, the university is recruiting suitable and qualified candidates to fill both academic and non-academic positions.

* **Director – University Relations**

The Director of University Relations serves as the key ambassador of the University, responsible for building and maintaining strong partnerships with government agencies (MoEYS and MoLVT), international accreditation and professional bodies, industry, community organizations, and international university partners.

**Job Responsibilities and Duties:**

* Establish, strategise and manage the University Relations portfolio under the direction of the VC office.
* Responsible to develop, implement and enhance the university relationships with four key groups, namely, business communities, High schools, MoEYS and other Ministries, and local and overseas universities.
* Liaise with the local MoEYS and relevant agencies for compliance, approval and delivery of existing and new courses, qualifications and accreditations.
* Develop and coordinate with existing and potential local and overseas university, HEIs and professional bodies for cooperation, exchanges, articulations, joint recognition of programs, and enhancement of relationship.
* Work with both public and private High schools for progression pathways for high school graduates to meet our university's annual enrolment target.
* Reach out and establish working relationships with the business communities and associations in organising work placements, internships, career placement and professional talks for our students, and training for partners’ staff.
* Enhance the reputation, publicity and awareness of the university in Cambodia and internationally through accreditations and ranking.
* Develop alumni relations strategies to foster lifelong connections with graduates.
* Coordinate with other departments to disseminate and implement the deliverables generated from your University Relations office

**Job Requirements:**

* Master/Doctorate degree, preferably in Business, Communication or Education.
* In-depth working experience with local MoEYS and other academic agencies is a MUST. High competency to resolve complex issues.
* Minimum 7–10 years of experience in higher education, corporate relations, government liaison, or communications.
* Proven track record in building partnerships with government, industry, high schools and international organizations.
* Fluent in English and Khmer for translation and communication.
* Excellent communication, networking, and negotiation skills (Khmer and English required).
* Possess good computer skills (MS Word, Excel, etc.)
* Strong work ethics, responsible and a passion for education. Meticulous on details and conversant with plan, process and policies writing.

**Benefits to employee:**

* A competitive benefit package with a pleasant, dynamic working environment.
* Salary: Negotiable. Indicate your asking salary in your CV.
* Position: Full time
* Working hours: Monday to Saturday (alternate 5-days workweek)
* Private Insurance – Hospitalisation cover
* Medical and Dental cover
* Annual Leave