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The University of Cambodia

Job Description (JD)

Title: Vice President for International Affairs
Office: Office of Vice President for International Affairs (OVPIA)
Report Line: University President.

The Vice President for International Affairs provides strategic leadership and oversight of the University's internationalization, including international partnerships, student and faculty mobility, international student recruitment, exchange programs, global projects, and engagement with international institutions and networks.

The Vice President is responsible for ensuring that international activities support the University's academic mission, strategic goals, and commitment to global engagement. To this end, the holder is responsible for leading the Office of Vice President for International Affairs in developing and maintaining strategic relationships with overseas universities, organizations, government agencies, development partners, and other stakeholders.

A. RESPONSIBILITIES:

i. Overall Responsibilities

- Leading and overseeing the University's international affairs and internationalization initiatives in alignment with the University's mission, vision, and strategic goals.
- Developing and maintaining strategic partnerships with international universities, institutions, organizations, networks, and other stakeholders.
- Overseeing the development and management of MoUs, cooperation agreements, exchange agreements, and other international arrangements.
- Leading the development and implementation of international programs, projects, joint initiatives, and academic collaborations.
- Promoting internationalization across academic and administrative activities and fostering a multicultural and globally engaged campus environment.
- Overseeing international cooperation, student exchanges and student faculty and staff mobility.
- Participating in international student programs.

- Thereby promoting international student recruitment, scholarships, study-abroad opportunities, and other global educational opportunities.
- Representing the University at international meetings, conferences, forums, delegations, and institutional engagements.
- Monitoring the performance and effectiveness of international programs and partnerships and providing recommendations to the University leadership.
- Ensuring that international activities are properly coordinated, documented, and implemented in accordance with University policies and applicable requirements.
- Preparing and submitting strategic plans, reports, proposals, and recommendations related to international affairs to the President and University leadership.
- Performing other duties related to international affairs as assigned by the President.

ii. Leadership and Management

Accordingly, the Vice President must:

- Provide effective leadership and strategic direction to the Office of Vice President for International Affairs (OVPIA).
- Lead, manage, and coordinate the International Cooperation Program (ICP), International Partnership Program (IPP), International Exchange Program (IEP), and International Student Program (ISP).
- Establish clear objectives, priorities, work plans, and performance expectations for the Office and its programs.
- Supervise, guide, and support staff to ensure effective and professional delivery of international programs and services.
- Promote teamwork and effective coordination among the Office, faculties, schools, and relevant administrative units.
- Build and maintain strong working relationships with the rest of the University leadership, academic units, administrative offices, international partners, and external stakeholders.
- Lead negotiations and institutional discussions with international partners and ensure that agreements support the mutual interests of the University and its partners.
- Monitor the implementation, quality, and outcomes of international programs and partnership activities.
- Ensure effective use of resources, budget, and personnel within the Office.
- Identify opportunities for institutional development, international collaboration, capacity building, and global engagement.
- Encourage innovation, professionalism, accountability, and continuous improvement within the Office.
- Provide regular updates and strategic recommendations to the President and University leadership on international affairs, opportunities, challenges, and progress.

B. QUALIFICATIONS:

Must possess at least a Master's degree in International Relations, International Business, Education Management, Business Administration or a related field, and have five years of relevant work experience in international affairs, higher education and/or international cooperation. Knowledge of additional foreign languages is considered an advantage.

i. Knowledge

- International higher education and international relations.
- Internationalization strategies, policies, and practices in higher education.
- International partnerships, MoUs, exchange programs, and academic cooperation.
- Student, faculty, and staff mobility programs.
- International student recruitment, scholarships, and study-abroad programs.
- Cross-cultural communication and international engagement.
- Leadership

ii. Skills

- Strong strategic leadership and management skills.
- Excellent communication and interpersonal skills.
- Strong negotiation, networking, and partnership-building skills.
- Independently motivated with little need for instruction
- Works well independently as well as part of the team
- Time management and organizational skills
- Have good command of the English language
- Computer literacy
- Strong networking, communication skills
- Team building skills
- Critical thinking skills

iii. Personal Attributes

- Highly Responsible
- Adherence to strict confidentiality standards
- Be honest and trustworthy
- Be respectful
- Be flexible, highly motivated and creative
- Demonstrate sound work ethics
- Dedicated to the mission of the university

C. REPORT LINE:

- This position reports to the President.