

## VOLUNTEER OPPORTUNITY ANNOUNCEMENT

Habitat for Humanity International in Cambodia (HFHI Cambodia), a Branch of Habitat for Humanity International, is a global nonprofit housing organization bringing people together to build homes, communities and hope. HFHI Cambodia has assisted over 18,000 low-income families in Phnom Penh, Siem Reap, Kandal, Takeo, Prey Veng and Battambang, where it has been active since 2003. HFHI Cambodia is currently seeking fresh graduated candidates to fill in three position of **Construction Volunteers** for the period of **six** months, two volunteers will be based in **Siem Reap** and one will be based in **Battambang**. The volunteer will get stipend 150 USD per month plus insurance.

### Job Responsibilities:

- 1- Assist CS to facilitate or organize home partners to fill out house construction agreement and obtain the signatures from all related parties before construction begins.
- 2- Assist the CS during the various training activities including home maintenance training to home-partners.
- 3- Monitor and maintain a list of all houses currently under construction, indicating the progress of each house with respect to meeting the inspection requirements.
- 4- Conduct regularly field visit to all building sites to make sure the construction process is aligned with the technical aspect.
- 5- Contribute to checking the construction material especially with the suppliers deliver.
- 6- Read and understood Construction Safety Manual.
- 7- Assist CS to use the construction checklists if needed.
- 8- Assist CS to coordinate and organize house dedications after the house 100% completed and transferred to homeowners.
- 9- Build good relationship with community people, local authorities through networking day by day in the target area.
- 10- Prepare monthly accomplishments, implementation report monthly planning and submit to Construction Supervisor by 25th of the month.

### Job Requirements:

1. Fully commitment to Habitat for Humanity Vision, Mission Statement, and Mission Principles.
2. At least year 3 at university majored in Civil Engineer or Architect or community development.
3. Previous work experience in community development and social work is an advantage.
4. Good Communication and Facilitation skills.
5. Ability to write and communicate in English.
6. Ability to work independently, under pressure and after hours as required.
7. Proficient in Word, Excel, Outlook and the Internet.
8. Willing to work as a team, honest and trust worthy person.
9. Willing to work in rural and remote area by using HFHC motor.
10. Willing to learn and update from time to time.

### How to Apply:

Interested candidates should apply with a completed **updated CV** and **Cover Letter** (Do NOT attach other documents) mentioning the position title in the subject line of the e-mail to Human Resources Unit, HFH Cambodia, through e-mail: [job@habitatcambodia.org](mailto:job@habitatcambodia.org) by **1 January 2018**.