



JOB ANNOUNCEMENT

Habitat for Humanity 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 qualified local candidates to fill in two positions below:

- I- **Habitat Young Leaders Build Leadership Academy Coordinator** based in Phnom Penh with some travels to project fields.

Job Responsibilities:

- 1- Formulate training rollout strategy/plans and establish annual targets.
- 2- Plan and lead country Leadership Academy team meetings
- 3- Ensure up to date calendar of Leadership Academy in country training
- 4- Lead, support and assign tasks to country team of trainers
- 5- Ensure preparation of evaluation, progress and annual reports
- 6- Regularly coordinate with the country HYL B Coordinator, the AP Leadership Academy Coordinator, and the HYL B regional team to ensure national activities and targets are on track and aligned with the regional plans.
- 7- Help identify country partners, donors and supporters
- 8- Join regional HYL B Leadership Academy regular meetings and community of practice/learning circle to be abreast of latest information and plans
- 9- Undergo Country Master Training program and become a certified CMT
- 10- Identify, recruit, train, and support the development and growth of CMTs
- 11- Support CMTs in planning their training program and schedule
- 12- Organize community of practice calls/national learning circle to support capacity development of CMTs and CTs
- 13- Regularly monitor country training statistics to ensure training quality and achievement of targets
- 14- Coordinate and facilitate the country module review and upgradation based on training assessments and new module materials developed by Center for Creative Leadership (CCL)
- 15- Ensure quality training standard and integrity of module content across the country
- 16- Attend regional review of training program, and prepare/report on country experience
- 17- As needed, ensure the translation of curriculum to local language while preserving quality of the Leadership Academy content and contextualization.

Job Requirements:

1. Uphold and remain committed to the Habitat for Humanity Vision, Mission Statement and Mission Principles.
2. Bachelor's Degree (or equivalent) in related field
3. 2-3 years related experience in youth engagement, training/learning development and team management, and project coordination.
4. Experience in Learning Program management and Curriculum Development (preferred)
5. Youth Leadership Development
6. MEAL (Monitoring, Evaluation, and Learning) for learning programs
7. Intermediate skills on Microsoft software (Word, PowerPoint, Excel)
8. Strategic thinking, target driven and results oriented
9. Persistence in finding solutions to obstacles in order to achieve results
10. Passionate about developing young leaders
11. Excellent writing and verbal communication skills
12. Excellent training and mentoring skills.

- II- **Habitat Young Leaders Build Leadership Academy Assistant** based in **Phnom Penh** with some travels to project fields.

Job Responsibilities:

- 1- Support administrative needs of the HYLB Leadership Academy activities in country
- 2- Attend meetings and prepare minutes and actions steps
- 3- Schedule training programs and maintain up to date training calendar
- 4- Support the HYLB Leadership Academy Coordinator in the roll-out of training program and activities
- 5- Help prepare partnership proposals and identify possible training program partners
- 6- Provide overall support to the department as assigned
- 7- Prepare materials needed for trainings
- 8- Coordinate logistics of training events
- 9- Liaise with partners on training logistics and training details
- 10- Maintain training data using tools provided by the regional team
- 11- Administrate the Training Database
- 12- Gather data for training reports and assist in the preparation of reports
- 13- Prepare timely reports, case studies/impact stories and other program milestones
- 14- Undergo Country Master Training program and become a certified CMT
- 15- Help identify, recruit, train, and support the development and growth of CMTs
- 16- Assists trainers in planning their training program and schedule
- 17- Support and help administrate the leadership program community of practice calls/national learning circle

Job Requirements:

- 1- Uphold and remain committed to the Habitat for Humanity Vision, Mission Statement and Mission Principles.
- 2- Bachelor's Degree (or equivalent) in related field
- 3- 1-2 years related experience in youth engagement, event management and project coordination Experience in Learning Program management and Curriculum Development (preferred)
- 4- Event planning and coordination
- 5- Logistics management
- 6- Administrating databases in Excel, preparing presentations, and reports
- 7- Intermediate Excel skills (advanced preferred)
- 8- Passionate about developing young leaders
- 9- Good writing and verbal communication skills
- 10- Good administrative skills

How to Apply:

Interested candidates should apply with a completed **Application Form**, **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 by **29 January 2018**.

Female and person with disability are strongly encouraged to apply.