

**Habitat for Humanity Cambodia**  
**Job Description**

<b>Name of Position</b>	: Housing and Land Policy Manager
<b>Job Grade/Class</b>	: 09-DPM
<b>Current Holder</b>	: None
<b>Based at (Location)</b>	: Phnom Penh, with required travels to provinces and project areas
<b>Reports To</b>	: Manager, Development and Engagement
<b>Direct Subordinates</b>	: NA
<b>Assets under Control</b>	: Government-civil society engagement and advocacy materials; advocacy communications materials (when collaborating initiatives with resource development & communications officer and volunteer engagement manager)

**Core Functions** The Housing and Land Policy (HLP) Manager will serve as the key technical expert in the areas of Security of Land Tenure and pro-poor housing policies, to support program implementation and advocacy strategies at the local and national level. S/He will coordinate with government, civil society and private sector partners to implement housing and land policy initiatives. S/He will provide knowledge, expertise and advocacy related support to various aspects of shelter/housing programs conducted by Habitat for Humanity Cambodia and its implementing partners. S/He will implement the Solid Ground campaign in collaboration with relevant Habitat for Humanity Cambodia units.

**Main Tasks**

**Policy analysis & advocacy:**

1. Lead HLP research and analysis at local and national level in Cambodia ensuring actionable outcomes are identified in the research
2. Coordinate the identification of specific HLP inefficiencies (issues) in country policy frameworks that hinder equitable access to affordable housing or security of tenure for the most vulnerable and low income families
3. Support Habitat for Humanity Cambodia in developing effective HLP advocacy strategies and plans within the different sectors that affect shelter/housing, to ensure context appropriateness, and alignment with regional and global strategies and priorities
4. Provide technical input to the proposal development processes and resource acquisition of projects with advocacy components at country or regional level
5. Lead and coordinate advocacy efforts in coordination with civil society, government and the private sector
6. Implement Solid Ground campaign and the campaign challenge grants received by Habitat for Humanity Cambodia
7. Coordinate with other relevant staff in supporting the implementation of National Housing Policy – Sustainable Development Goal 11, the New Urban Agenda, Sendai Framework for

Action, etc. – in Cambodia

**Policy support for programs:**

8. Analyze in-country housing and land tenure policies to ensure that implementation of programs are informed by the regulatory environment
9. Coordinate with program teams in the development of security of land tenure components to be included in housing implementation, including but not limited to, the following programmatic areas: informal settlements upgrading, preventive resettlement/relocation, shelter upgrading, preventive resettlement/relocation, shelter and post disaster housing reconstruction, alternative tenure arrangements in urban programming, etc.
10. Coordinate with the market development team of Habitat Cambodia on housing market development approaches by analyzing and providing recommendation on efficient housing policy regulatory environments
11. Provide technical input to proposal development processes and resource acquisition for projects with HLP components at country level or for multi-country projects.
12. Prepare relevant reports

**Capacity building & knowledge management:**

13. Contribute to strengthening knowledge and awareness of Habitat for Humanity Cambodia about housing, land and property policies and practices.
14. Identify and develop case studies of successful HLP practices and policies in Cambodia
15. Coordinate the development of a research agenda for HLP issues
16. Coordinate and share quarterly regional advocacy reports based on Global Metric Tool, SOE and narrative reports

**Coordination and networking:**

17. Build, nurture and maintain strategic relationships with external actors and its members to contribute to organizational learning and build Habitat for Humanity Cambodia's credibility and influence in the area of land tenure and pro-poor housing. Promote collaboration with external actors for join HLP program implementation or policy change initiatives, organization of events, coalition building or join country strategy development
18. Develop and deliver presentations on HFHI positions, vision and current work in HLP
19. Position Habitat for Humanity Cambodia in strategic engagements with key interagency partnerships to influence governments on

implementation of key public policies affecting housing/shelter

20. Coordinate closely with program staff to ensure advocacy alignment and that HLP programming represents needs of the field.
21. Participate in HFHI advocacy meetings and events and share knowledge
22. Other related duties, as assigned

***Authorities and Authority Limits***

1. Assign HLP assets to relevant staff
2. Provide HFH Cambodia information to various legitimate partners

***Deliverables/ Performance Measurement Indicators***

1. Contributes to Habitat for Humanity Cambodia strategic and business planning; advises strategic and business planning in relation to advocacy activities and program initiatives related to security of tenure and effective housing policies
2. Create significant influence on growing awareness of housing as a critical foundation for breaking the poverty cycle
3. Developed HLP position papers
4. All advocacy targets identified and agreed together with line manager and according to solid ground campaign in collaborating with relevant units/staff
5. Synergy with communications, engagement and program teams functions successfully leveraged
6. Positively and productively worked in collaboration with all units within the development and engagement department and other departments within Cambodia

***Skills/Attribute and Experience***

1. Self-motivated, possesses a positive and proactive outlook, flexible and able to work independently and without close supervision and when under pressure
2. Degree in Housing policy, Land management, Public Policy, Political Science or International Affairs, with a focus in housing/land tenure. Master Degree preferred
3. Minimum years of work-related experience:
  - At least three years in land tenure and housing policy/programming
  - At least two years of experience in advocacy and pro-poor housing policy
4. High level of critical thinking and analytical skills
5. Proficiency in English both spoken and written
6. Full commitment to HFHI-C Vision, Mission Statement and Mission Principles
7. Results-driven with highly developed interpersonal skills, excellent oral presentation and written skills – especially correspondence with multi-stakeholder partners

8. Comfortable operating in a nonprofit, resource-limited environment
9. Highly creative and resourceful, able to coordinate multiple tasks
10. Excellent team player
11. Able to work effectively in cross-cultural settings; can support, negotiate and cooperate with those of other cultures
12. Proven ability to manage workloads and multiple priorities efficiently and with minimal supervision
13. Good public speaking skills and presentation skills in Khmer and English languages
14. Experience working with other NGOs
15. Has outstanding organizational skills
16. Proficiency with Microsoft Office (Outlook, Word, Excel, Power Point, Publisher or other relevant software)

Preferred:

1. Understanding of government housing and land tenure policies and governance systems in Cambodia
2. Experience with campaigning and/or advocacy mobilization