



## 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 a qualified local candidate to fill a position of **Habitat Young Leaders Build Leadership Academy Assistant** based in **Phnom Penh** with some travels to project fields

### Job Responsibilities:

- 1- Support the HYL B Leadership Academy Coordinator in the roll-out of training program and activities, and must be willing to work on weekends to support training facilitation
- 2- Support administrative needs of the HYL B Leadership Academy activities in country
- 3- Attend meetings and prepare minutes and actions steps
- 4- Schedule training programs and maintain up to date training calendar
- 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](mailto:job@habitatcambodia.org) by **16 September 2018**.

Female and person with disability are strongly encouraged to apply.