



## VOLUNTEER ANNOUNCEMENT

Habitat for Humanity 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 **three (3)** candidates to fill in **Community Organizing Volunteers** for six (6) months, One Volunteer based in **Phnom Penh**, one based in **Battambang** and another one based in **Siem Reap** with extensive travel to project fields.

### Job Responsibilities:

1. Assist CO to facilitate or organize home partners to fill out house agreement letter and collect land title certificate before the construction start. Assist the CO to conduct family development, coaching, consultation, and develop family business plan with home partner, compiling documents in order. H/she participate the various training including home maintenance training to home-partners.
2. Mobilize community people to participate project's activities such as community education; meeting; training; workshops; forum; events;
3. Selection beneficiary families make family profile, community building; and build closely coordination with community people authority, local NGO partners and other relevant stakeholders in the target area
4. Filling document of home partner (family profile and other supporting document)
5. Follow up, Monitor and maintain and provide feedback for improvement to home partner at field in target districts. A list of all houses currently under construction, indicating the progress of each house with respect to meeting the inspection requirements.
6. Conduct regularly field visit to home partner on progressing of family development and social service mapping. All building sites to make sure are involved with construction process is aligned with the technical aspect.
7. Build good relationship with community people, local authorities, home partner, and skill worker through networking day by day in the target area.
8. Prepare monthly accomplishments, implementation report monthly planning and submit to Project officer by 25th of the month.

### Job Requirements:

1. Fully commitment to Habitat for Humanity Vision, Mission Statement, and Mission Principles.
2. Previous work experience in community development and social work is an advantage.
3. Good Communication and Facilitation skills.
4. Ability to write and communicate in English.
5. Willing to work in rural and remote area by using HFHC motor.
6. 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 **16 September 2018**.

Female and person with disability are strongly encouraged to apply.