



JOB 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 **two (2)** qualified candidates to fill in the position of **Construction Assistants**, one based in **Phnom Penh** and another one base in **Siem Reap** with extensive travel to project fields.

Job Responsibilities:

1. The construction Assistant to design low cost housing and implement it accordingly.
2. Facilitate and organize Home-Partners to fill out house construction agreement and obtain the signatures from all related parties before construction begins.
3. Assist Construction Supervisor in providing home maintenance training to home-partners.
4. Assist Construction Supervisor to monitor and maintain a list of all houses currently under construction, indicating the progress of each house with respect to meeting the inspection requirements.
5. Construction Assistant to prepare construction plan ahead and review the plans with project team on specifications, and construction sheets in order to get all involved people aware of the plan and be familiar with the steps to be taken before construction started.
6. Coordinate and guide all basic construction works/methods of all volunteers so that they can be of support for building or repairing house.
7. Initiate and propose to Construction Supervisor to temporarily, periodically hire necessary laborers of technical support at the community Level.
8. Coordinate with Procurement team for the purchase of all construction materials. Monitor delivery process of material and keep records appropriately.
9. Read and understood Construction Safety Manual, select and develop basic training tools/safety guide and provide on-site safety training.
10. Prepare monthly accomplishments, implementation report monthly planning and submit to Area manager by 25th of the month.

Job Requirements:

1. Fully commitment to Habitat for Humanity Vision, Mission Statement, and Mission Principles.
2. University degree, major in Civil Engineer or Architect is required.
3. At least one year of work experience in house construction with NGOs or private sectors.
4. Previous work experience in community development and social work is an advantage.
5. Be creative and ability to design low cost house (simple, decent, affordable house).
6. Ability to write and communicate in English.
7. Ability to work independently, under pressure and after hours as required.
8. Proficient in Word, Excel, AutoCAD, Outlook and the Internet.

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 **9 September 2018**.