



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 22,000 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 candidate to fill in the position of **Volunteer Engagement Officer** based in **Phnom Penh** with extensive travel to project fields.

Job Responsibilities:

1. Uphold Habitat for Humanity Vision, Mission Statement and Mission Principles; strategically translate it into context through its ministry to address poverty housing within community.
2. Coordinate and supports the Volunteer Engagement Manager in managing the hosting of Global Village Teams and in-country teams according to the standards set by Habitat for Humanity International.
3. Coordinate with Volunteer Engagement Coordinators of HFHI-APO and sending country coordinators in planning Global Village trips each year.
4. Provides support to HFHC VE Officers based in different areas
5. Support Volunteer Engagement Manager in preparing project and hosting information/packages about Cambodia and its program themes and provide this information to sending coordinators and volunteer team leaders.
6. Coordinate with the volunteer team leaders about information about the in-country budget, team activities, and transfer of funds.
7. Coordinate with program teams about preparing home partners, building site, construction tools for the volunteer teams and work closely with them in developing sound construction schedule.
8. Provide over-all logistical coordination for volunteer teams - transportations, accommodations, etc.
9. Support the Volunteer Engagement Manager in preparing reports/ summaries and review the work process to make necessary improvements to the volunteer program.
10. Support the Volunteer Engagement Manager in building the capacity of Global Village Coordinators
11. Performs event management functions for special builds.
12. Develop logistical forms, procedures and standards for HFH Cambodia and volunteer programs and to ensure the compliance on all standards.
13. Support the Volunteer Engagement Manager in developing volunteer handbooks, and other orientation materials for supporting and training the volunteers.
14. Support the Volunteer Engagement Manager in writing home partner family profile, family update and others related to home partner for GV hosting
15. Manage the recruitment of local and international volunteers to support HFH Cambodia's housing program.
16. Design strategies that will contribute to the growth of HFH Cambodia's Volunteer Programs.
17. Submit written and oral reports of volunteer's activities and performance.
18. Preparation of Monthly/Quarterly Reports and submit to supervisor in a timely manner

Job Requirements:

1. Self-motivated, possesses a positive outlook, flexible and able to work without close supervision and when under pressure.
2. Full commitment to Habitat Vision, Mission Statement and Mission Principles.
3. Minimum 3 years of experience with NGOs or the private sector in volunteer engagement, event management, donor engagement.
4. College degree in social development, public relations, communications, marketing or business administration.
5. Very resourceful, able to coordinate multiple tasks.
6. Excellent team player, creative and out-going.
7. Able to work effectively in cross-cultural settings; can support, negotiate and cooperate with those of other cultures.
8. Good oral and written communication skills and translation skills.
9. Good public speaking skills for orientation, training and presentations in Khmer and English languages.
10. Proficient in Word, Excel, PowerPoint, Outlook and the ability to learn and train others to manage volunteer/donor database system.
11. Accountable in terms of time, money and reports.
12. Experience in coordinating, recruiting and managing volunteers and logistics for hosting volunteers.
13. Experience in handling administration tasks, event management and hospitality services.
14. Has outstanding organizational skills
15. Must be able to travel and stay in the field.

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 **26 August 2018**.

Female and person with disability are strongly encouraged to apply.