



JOB ANNOUNCEMENT

Habitat for Humanity International in 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. We are currently seeking a qualified candidate to fill in the position of **Project Officer** based in Battambang with extensive travel to project fields.

Job Responsibilities:

1. Work closely with NGO partners and other institutions to identify training needs to understand the beneficiaries' needs before, during and after the project intervention.
2. Lead the process for the development of a support plan in collaboration with NGO partners that takes into consideration specific vulnerabilities of the home partner.
3. Develop a thorough understanding of the family follow up approach and coordinate with partners for the adaptation and implementation of the methodology as fit for the project. Train other partners on the methodology if needed.
4. Develop training modules base on Training Need Assessment and provide training to project beneficiaries such as WASH training and financial literacy as mentioned in the project log-frame.
5. Assists Area Manager and coordinate with partners to conduct housing need assessment in the target communities for strategic housing proposal development
6. Conduct market mapping activity in the areas of relocation to define what vocational trainings are relevant for home partners based on the actual market situation.
7. Ensure implementation of the support plan by HFHC and partners as planned coordinating the various actors and monitoring/evaluating quality of the trainings. Works closely with NGO partners to conduct the family follow up to ensure that all beneficiaries' needs are being and supported and addressed.
8. Coordinate with NGO partner to conduct Community-Based Enterprise Development training (C-BED) to project beneficiaries. Training report must be submitted to Area Manager.
9. Work closely with NGO partner to monitor with beneficiaries on the business process and impact, provide coaching/mentoring if need to ensure the business is running smoothly and successfully.
10. Assist to coordinate the house built with hosting local and international volunteers. Share regular feedbacks on progresses made and implementation of the support plans with GV units (case studies)
11. Work as key focal person in cooperation with the government counterparts, non-governmental organizations, UN Agencies, community people and other agencies to ensure achieving the project objectives and goal.
12. Coordinate and support the short-term consultant design baseline, mid-term, final evaluation; contextualize and apply PLA/PRA concepts or Household Survey in the targeted project communities and project monitoring tools.
13. Continually monitor implementation of project to ensure that the project system and staff are working to achieve project activity plan.
14. Ensure the project budget is well managed and tracked according to plan to meet donor requirement.
15. Assist Area Manager to monitor, evaluate budget and actual expenditures with Finance Unit on a monthly, quarterly and annually basis. Assist Area Manager in preparation of new project proposal development, and financial & program audits.
16. Prepare monthly, quarterly and annual reports and project end report as required by donors and other interested bodies; prepare project information, include human interest story, project impacts as required.

17. Working closely with and support construction supervisor to develop specific house construction plan and implementation.
18. Make sure that all house constructions are in line with house standardized designs in terms of cost and technical.
19. In cooperation with the Volunteer Program, support and coordinate hosting volunteers and Global Village.

Job Requirements:

1. Uphold and remain committed to the Habitat for Humanity Vision, Mission Statement and Mission Principles.
2. Bachelor degree in development management or program development or other related fields.
3. At least three years of comparable community development and training facilitation experience.
4. Good knowledge and experience in program or project design, planning, implementation, monitoring, evaluation, project financial management and report writing.
5. Previous experience in conducting family selection, household survey, including PRA, PLA, TNA and other surveys.
6. Previous experience in organize and facilitate trainings or workshops, develop training tools and materials.
7. Previous experience in advocacy and networking in an advantage.
8. Self-motivated, possesses a positive outlook, flexible and able to work without close supervision and under pressure.
9. Good English speaking and writing skills. Good communication and presentation skills.
10. Computer proficient in Ms. Word, Excel, Spreadsheet, PowerPoint, Outlook and the Internet.
11. Willing to work flexible hours, travel and work at the field and stay in the community if needed.
12. Must be willing to learn new things for self-development.
Driving skill with license.

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 **16 December 2019**.

Female and person with disability are strongly encouraged to apply.