



## 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. HFHI Cambodia is currently seeking a qualified candidate to fill in the position of **Water Enterprise Operations Specialist** based in **Siem Reap** field office with extensive travel to project areas.

### Job Responsibilities:

1. Develop an action plan based on SEVEA WASH report
2. Work with water stations, community groups and NGO partners (READA) to implement these plans
3. Provide oversight to the water stations operations of HFHC to ensure that SEVEA recommendations are implemented successfully
4. Ensures that there are regular water quality, system, and technology check-ups for compliance with the drinking water quality standards
5. Monitors groundwater levels and updates pertinent records with data regarding production/consumption comparisons and projections;
6. Provides input for the preparation of annual water reports for submittal to the Department of Trade and Commerce, HFHC and consumer/enterprise partners;
7. Assists in conducting regular customer feedback assessments to ensure product and service satisfaction.
8. Assists the Programs Manager in selecting new sites and developing new WASH programs
9. Ensures regular check-ups of the financial bookkeeping of all the stations
10. Assists the Programs Manager in the developing and implementation of a long-term WASH plan for HFHC
11. Coordinates, develop and maintain a good relationship with and closely work with the WASH stakeholders, donors, partners & government entities to ensure the WASH activities are effectively implemented, and inter-agency meeting or workshops
12. Host visitors including donors, government officials, NGOs, and other stakeholders and donors to water stations
13. In coordination with PDME, design and develop appropriate supervisory, monitoring, evaluation, learning and accountability systems for water stations and in some instances integrated interventions
14. Ensure that all data and information are updated, well organized and easily accessible; and that lessons learned and best practice are captured.
15. Ensures that program protocol, such as the completion of reports, annual plans, etc. are done in a timely matter and submitted to the Programs Manager, and
16. Liaise regularly with and perform any other tasks as assigned by supervisor(s)

### Job Requirements:

1. Uphold and remain committed to the Habitat for Humanity Vision, Mission Statement and Mission Principles.
2. Advanced university degree in engineering, environmental health, public health or a related subject or equivalent experience.
3. 5-year field working experience in social water enterprise or equivalent experience.
4. 2-year field working experience in WASH programming, preferably at an international NGO and in a humanitarian emergency context
5. Significant experience in working with local, regional, and national government agencies and stakeholders in developing countries

6. Demonstrated experience at project planning, organizing, and meeting implementation timelines and deliverables as well as budget management preferably
7. Excellent facilitation, communication, and listening skills
8. Proficiency in English both spoken and written
9. Ability to work to deadlines for extended hours, under pressure and independently.
10. Computer literate in Ms. Word and Excel, Spreadsheet and Email Outlook.
11. Strong interpersonal and team-building skills, flexibility, and patience.
12. Willingness to travel

**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 **03 January 2020**.

Female and person with disability are strongly encouraged to apply.