

**Habitat for Humanity Cambodia**  
**Job Description**

<b>Name of Position</b>	: Housing and Land Policy Officer (HLPO)
<b>Job Grade/Class</b>	: 06
<b>Current Holder</b>	: None
<b>Based at (Location)</b>	: Optional for Siem Reap or Battambang Office, with required travels to provinces and project areas
<b>Reports To</b>	: Programs Manager
<b>Direct Subordinates</b>	: NA
<b>Assets under Control</b>	: Coordination and building networking, government-civil society engagement and advocacy materials; advocacy communications materials (when collaborating initiatives with resource development & communications officer and volunteer engagement manager)

**Core Functions** The Housing and Land Policy Officer (HLPO) will serve as the key facilitator for advocacy, coordination, building network with government, NGOs, INGOs UN Agencies at the grass-root level, sub-national and national level, and stakeholders engagement to promote the HFHC's programs especially on housing and land sector. The HLPO will provide technical assistance in the areas of Security of Land Tenure and pro-poor housing policies, to support program implementation and strategies at all levels. S/He will facilitate implementing the housing and land policy initiatives. S/He will provide knowledge, expertise, and advocacy related support to various aspects of informal settlement, urban slum area, shelter/housing programs. S/He will facilitate the implementation of the Solid Ground campaign in collaboration with relevant Habitat for Humanity Cambodia units. And assist Programs Manager to identify potential gap for the new project and development

- Main Tasks**
- Advocacy, networking and program implementation:**
1. Facilitate the advocacy and building networking with relevant stakeholders at grass-root, sub-national and national level for housing and land sector, and promoting the implementation of Circular 03, national housing policy and other related housing and land policies which aligned with HFHC's strategic mission
  2. Facilitate to develop the advocacy action plan, create advocacy mechanism based on program's initiatives at the ground level
  3. Assists the Programs Manager in identifying specific Housing and Land Policy inefficiencies (issues) in-country policy frameworks that hinder equitable access to affordable housing or security of tenure for the most vulnerable and low-income families
  4. Assists the Programs Manager in developing effective Housing and Land Policy advocacy strategies and plans within the different sectors that affect shelter/housing, to ensure context appropriateness, and alignment with regional and global strategies and priorities
  5. Identify potential issues, conduct assessment and provide technical input to the proposal development processes and resource acquisition of projects with advocacy components at country or regional level
  6. Implement Solid Ground campaign and the campaign challenge

grants received by Habitat for Humanity Cambodia

7. Analyze in-country housing and land tenure policies to ensure that the implementation of programs are informed by the regulatory environment
8. Coordinate with program teams in the development of security of land tenure components to be included in housing implementation, including but not limited to, the following programmatic areas: informal settlements upgrading, preventive resettlement/relocation, shelter upgrading, preventive resettlement/relocation, shelter and post-disaster housing reconstruction, alternative tenure arrangements in urban programming, etc.
9. Provide technical input to proposal development processes and resource acquisition for projects with HLP components at the country level or multi-country projects.
10. Develop and deliver presentations on HFHI positions, vision and current work in HLP
11. Prepare relevant report
12. Other related duties, as assigned

***Authorities and Authority Limits***

1. Assign HLP assets to relevant staff
2. Provide HFH Cambodia information to various legitimate partners

***Skills/Attribute and Experience***

1. Self-motivated, possess a positive and proactive outlook, flexible and able to work independently and without close supervision and when under pressure
2. Degree in Housing policy, Land management, Public Policy, Political Science or International Affairs, with a focus on housing/land tenure. Master's degree preferred
3. Minimum years of work-related experience:
  - At least two years in land tenure and housing policy/programming
  - At least two years of experience in advocacy and pro-poor housing policy
  - At least 3 years of experience in working in an informal community, an urban slum area
  - At least 3 years of experience in working in the informal community formation and data collection
4. High level of critical thinking and analytical skills
5. Good in English both spoken and written
6. Full commitment to HFHI-C Vision, Mission Statement and Mission Principles
7. Results-driven with highly developed interpersonal skills, excellent oral presentation, and written skills – especially correspondence with multi-stakeholder partners
8. Comfortable operating in a nonprofit, resource-limited environment
9. Highly creative and resourceful, able to coordinate multiple tasks
10. Excellent team player
11. Able to work effectively in cross-cultural settings; can support,

negotiate and cooperate with those of other cultures

12. Proven ability to manage workloads and multiple priorities efficiently and with minimal supervision
13. Good public speaking skills and presentation skills in Khmer and English languages
14. Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher or other relevant software)

Preferred:

1. Understanding of government housing and land tenure policies and governance systems in Cambodia
2. Experience with campaigning and/or advocacy mobilization
3. Experience with the informal settlement and urban slum area