

## **JOB ANNOUNCEMENT**

Habitat for Humanity Cambodia is part of Habitat for Humanity International and began operations in 2003. We work with diverse international and local non-governmental organizations, microfinance institutions, corporate partners, and local and national authorities to build a better life through safe and affordable homes.

Habitat Cambodia provides technical expertise, including safe and affordable house designs, water and sanitation programs, and an innovative approach to housing combining market development, housing finance and housing support services; advocacy for secure land tenure; and pro-poor housing solutions. Habitat Cambodia takes a more holistic approach to housing and works with partners in helping informal settlers gain access to secure tenure under the local government's social land concession scheme. Technical expertise is provided to micro-finance institutions and low-income families in constructing good-quality and affordable homes.

Since 2003, Habitat Cambodia has served more than 109,900 families to improve their living conditions through housing interventions, WASH facilities, community development programs, and partnership with microfinance institutions in the provinces of Phnom Penh, Siem Reap, Kandal, Prey Veng, Takeo, Kampot, Kampong Speu, Tboung Khmum and Battambang.

### **DEVELOPMENT OFFICER**

#### **MAIN TASKS:**

##### **PROPOSAL DEVELOPMENT AND RESOURCE MOBILIZATION (60%)**

- Contribute to fundraising efforts of HFHC's resource development through diversified funding sources such as FOIs, HNIs, GFNs and local corporates.
- Lead and support proposal development processes that contribute to successful funding proposals by working closely with GFNs, AP, and FOI teams.
- Contribute to the development and implementation of HFHC Resource Development strategy and business plan.
- Research and track donors' funding opportunities, trends, priorities, and interests.
- Lead and support grant agreement process and project startup workshops.

##### **PRE-POSITIONING AND PARTNERSHIP (20%)**

- Lead and support prepositioning process with FOI donors, including USAID, EC, BMZ/GIZ, World Bank, ADB, Australia DFAT, etc.
- Support partner mapping and engagement, and building strong relationship with GFNs, Area Office, and AP/GFOI.
- Develop and keep up to date high-quality and tailored presentations, project and program factsheets, capacity statements, and other communications materials as needed
- Collaborate with the communications department on public relations-related activities

##### **GRANT MANAGEMENT SUPPORT (15%)**

- Make sure reports are submitted on time, are of high quality, and meet the donor requirements (template, required supporting documents, etc.)
- Prepare grant-related documentation and paperwork (term-sheets, contracts, disbursement requests, etc.)

**KNOWLEDGE AND INFORMATION MANAGEMENT (5%)**

- Support systems and processes for knowledge management to meet the HFHC needs and standards.
- Keep accurate record of funding opportunity pipelines, funding/income trackers and project reports

**Development Officer ensures the following objectives are achieved:**

- FOI fundraising activities at approx. US\$1m per year and to other funding sources at approx. US\$1.5m per year are supported.
- Proposals and concept notes are developed (12 or more per year)
- Donor and partner engagement activities (12 or more meetings per year) are supported
- 2 donor engagement strategies are developed and implemented per year
- 2 capacity statements are developed and updated per year
- Reviews and approvals for project reports (10 projects per year) are properly coordinated

**Key Requirements:**

- Bachelor's degree in relevant discipline such as development studies, economics, management, etc.
- At least one-year experience in proposal writing, project/program designs, or resource mobilization.
- At least one-year experience working on donor engagement and partnership building.
- Knowledge of development theory, sectoral programs, technical models, approaches and issues
- Basic understanding of logical framework, budget creation and reporting.
- Fluency in English (written and verbal).
- Strong organizational skills and excellent writing, verbal communicational and presentation skills.
- Excellent management and interpersonal skills.
- Strong interest in international development and global development issues, practices and principles.
- Creativity in developing creative and innovative fundraising activities and materials.
- Proactive, strong team-player, strong collaborative approach

**Preferred:**

- Ability and willingness to work a flexible schedule.
- Proficiency in e-mail, internet, Microsoft Word, Excel and PowerPoint.

**Active Support of HFHI Values**

- Humility – We are part of something bigger than ourselves
- Courage – We do what's right, even when it is difficult or unpopular
- Accountability – We take personal responsibility for Habitat's mission

**Safeguarding:** HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.

**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 **October 10, 2021**.

Applicants may request a copy of the full Job Description by emailing [yi\\_iengneth@habitatcambodia.org](mailto:yi_iengneth@habitatcambodia.org)

Female and person with disability are strongly encouraged to apply.

**About Habitat for Humanity**

**Habitat for Humanity**, founded in 1976, is a global, Christian-based nonprofit organization that grew out of an intentionally multi-racial community in rural Georgia. Seeking to put God's love into action, Habitat brings together people of all faiths and people of no faith to build homes, communities and hope. Working alongside each other, we help families and individuals build and improve places to call home and achieve the strength, stability and self-reliance they need to build better lives for themselves. Habitat seeks individuals who have a willingness to affirm these principles and values.

At Habitat for Humanity International, we embrace a history rooted in creating equity and take our mission seriously by courageously committing to a culture and workplace where all staff feel safe, welcome, visible, respected, supported and valued. As an equal opportunity employer, we realize that our success depends upon building an inclusive workforce of diverse perspectives and encourage people of varied races, ethnicities, national origins, tribes, religions, ages, gender identities and expressions, genders, sexual orientations, marital statuses, disabilities, veteran/reserve national guard statuses, socio-economic statuses, thinking and communication styles to work with us.

We also require that all staff take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening and will be held accountable to upholding our policies around ethical behavior, including safeguarding and whistleblowing.