



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.

1. RENOUNCEMENT OF HUMAN RESOURCES SPECIALIST

MAIN TASKS:

- Support the Support Services Senior Manager in the development, implementation, and monitoring of the HFHC HR Strategy
- Contribute to the development of HR Annual objectives and plans.
- Facilitate end-to-end recruitment of personnel to support the needs of Cambodia's programs and operations.
- Support the review, improvement, development, communication, and implementation of policies per the National Personnel Manual to ensure compliance with the Cambodian Labor Law and HFHI's policies.
- Lead and implement HFHC's Performance Management system.
- In coordination with AP HR, identify the training needs of HFHC staff, facilitate and monitor the progress of staff development consistent with the Annual Training Plan.
- Facilitate and lead workshops, such as team building and other learning events.
- Ensure proper administration of salaries and staff benefits.
- Represent HFHC in networking groups or government agencies, when necessary.
- Coordinate with HFHI Asia Pacific Offices for any HR-related requirements and inquiries
- Coordinate with HFHC's relevant stakeholders, when required.

THE HUMAN RESOURCES SPECIALIST ENSURES THE FOLLOWING OBJECTIVES ARE ACHIEVED

- Appropriate training programs that connect employees with organization's goals and objectives are identified, developed, implemented, monitored and reported.
- Successful recruitment of the most suitable candidates for the effective implementation and operations of Habitat Cambodia's plans and activities.
- Proper administration of compensation and benefits in compliance with the Cambodian Labor Laws and HFHC policies.
- Preparation and timely submission of Monitoring Progress Report on Performance Management System by the 15th of February and 15th of August.
- Preparation and submission of Monthly Progress Reports on Staffs' Employment Contract and Payroll by the 20th of each month.

Key Requirements:

- Degree in Human Resources, Psychology, Business Administration or related.
- At least five years' experience with previous work experience in the humanitarian/development sector.
- Ability and willingness to work a flexible schedule.
- Proficiency in e-mail, internet, Microsoft Word, Excel and SharePoint.
- A master's degree in a relevant field is preferred.
- Basic understanding of logical framework, budget creation and reporting.
- Fluency in English (written and verbal).
- Excellent management and interpersonal skills.
- Proven knowledge and understanding of HR technical areas and the Cambodian Labor Laws
- Successful experience in coordinating the institutional capacity building and training staff in the implementation of Performance Management systems.
- Excellent written and verbal communication skills in English and Khmer are required, demonstrating sharp critical thinking, presentation skills and problem-solving abilities.
- Demonstration of superb organization skills, and attention to detail.
- Strong people management skills; able to work across departments, cultures, and contexts to build consensus and coordinated action.
- Uphold and fully commit to Habitat for Humanity Vision, Mission, and Values.

Preferred:

- Ability and willingness to work a flexible schedule.
- Proficiency in e-mail, internet, Microsoft Word, Excel and SharePoint.
- A master's degree in a relevant field is preferred.
- **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.

2. FINANCE AND ADMIN ASSISTANT

FINANCIAL TASKS:

- Manages operation's cash and its replenishment based on HFH Cambodia policies.

- Assists in reviewing the Finance Vouchers, issuance of cheque payments with the correct and adequate supporting documents.
- Issues Official Receipt for cash received and responsible for its timely deposit to the bank.
- Liaise with Bank for bank transfer or any bank information.
- Responsible for filing and maintenance of financial documentation.
- Assists in Data entry in SunSystems.
- Performs other duties as assigned by Supervisor.

ADMINISTRATION TASKS:

- Provides logistical support for vehicle management and driver's schedule, coordination with garage for repairs and maintenance.
- Manages and controls consumption of office stationaries and other supplies.
- Ensures timely payment of monthly bills for telephone, electricity, Internet/Email, water, office and equipment rentals.
- Attends and takes minutes of meeting, translates correspondences, document filing, manages all outgoing and incoming mail, arranges transportation and accommodation for visitors.
- Assists in inventory control and property administration.
- Assists in office maintenance and reporting.
- Assists in monitoring staff's leave.

PROCUREMENT TASKS:

- Collects quotations from the suppliers based on the approved Purchase Request Forms and HFH Cambodia Minimum Purchasing Threshold Produce purchase order.
- Contacts suppliers for purchased or exchange of goods and services.
- Assists Procurement Committee in the preparation of quotation evaluation summary and processes for necessary approvals from the Procurement Committee and other authorized personnel per HFH Cambodia Delegation of Authority matrix.
- Prepares and issues approved Purchase Orders (P.Os) to suppliers as per Minimum Purchasing Threshold and obtains signed copies of P.Os from suppliers
- Assists in tendering, evaluation, placement and monitoring of a portfolio of corporate contracts including the HFH Cambodia's Capital purchasing program under support from procurement officer.
- Ensures timely payment of obligations to Vendors with appropriate and adequate documentation, review and approval of the Finance Voucher.
- Performs other duties as assigned by supervisor/ procurement officer.

Key Requirements:

- Bachelor's degree in finance or accounting
- At least one year of work experience in finance/accounting administrative and procurement with local/International NGOs.
- Good command of English. Good communication and presentation skills.
- Self-motivated, possesses a positive outlook, flexible and able to work under pressure and without close supervision.
- With good analytical skills, good judgment, and accuracy in work. Respectful and transparent in dealing with others.
- Fully committed to Habitat for Humanity Vision, Mission Statement, and Mission Principles.
- Willing to work as a team with good organizational and inter-personal skills, well organized and hard working.
- Able to work independently, under pressure and after hours as required.
- Willing to work as a team with good organizational and inter-personal skills, reliable and trustworthy.

Preferred:

- Proficient in Ms. Word and Excel, Spreadsheet, PowerPoint, Outlook and the Internet.

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 by **January 31, 2022**.

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.