



JOB ANNOUNCEMENT

Habitat for Humanity Cambodia (Habitat 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, 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 holistic approach with partners to help informal settlers gain access to secure terms under the local government's social land concession scheme. Technical expertise is provided to micro-finance institutions and low-income families by constructing good-quality and affordable homes.

Since 2003, Habitat Cambodia has served more than 170,000 families to improve their living conditions through housing interventions, WASH facilities, community development programs, and partnerships with microfinance institutions in the provinces of Phnom Penh, Siem Reap, Kandal, Svay Rieng, Preah Vihear, Kampot, Tboung Khmum, Kampong Cham and Battambang. Habitat Cambodia is now looking for a dynamic and highly qualified candidate to fulfill the following position:

Senior HR and Admin Manager (Urgently needed)

Position Summary:

The Senior HR and Admin Manager serves a generalist role in providing leadership and integrated HR and technical and operational support in various HR key areas of the employee life cycle based in Habitat Cambodia – i.e., recruitment, compensation and benefits management, performance management, staff development and organizational development ensuring compliance with Cambodian Labor Law and Habitat Cambodia's internal policies. Concurrently, this position will also serve as the Mekong Hub HR Lead and will lead the development and implementation of HR/LOD strategic and business plans of Mekong Hub through close collaboration with the Mekong Hub leadership team and Asia Pacific HR/LOD. The position serves as HR Business Partner to the MH countries.

How to Apply:

Interested candidates should apply with a completed **Application Form**, **updated CV**, and **Cover Letter** (Do NOT attach other documents) and mention the position title in the subject line of the e-mail to the Human Resources Department of Habitat Cambodia, through e-mail: job@habitatcambodia.org by **5 PM on August 18, 2023**. **Only short-listed candidates will be contacted for the interview.** Female and people with disabilities are strongly encouraged to apply.