



## 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.

### Office Assistant (Phnom Penh Office)

#### Position Summary:

The position's role is to support the general and administrative tasks, which include but are not limited to the management of vehicles, facilities, office supplies, and inventories and the provision of logistical support to all Habitat Cambodia staff. The Office Assistant is expected to perform the tasks in accordance with Habitat Cambodia's policies, procedures, and guidelines and support its mission, values, and objectives.

#### 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](mailto:job@habitatcambodia.org) by **5 PM on December 31, 2023**. **Only short-listed candidates will be contacted for the interview.** Females and people with disabilities are strongly encouraged to apply.