



## Job Announcement

NGO-CEDAW is seeking candidates for the position of **Administration and Finance Assistant**. NGO-CEDAW was established in 1995 and is a coalition of Cambodian civil society organizations that promote gender equality. NGO-CEDAW's mission is to monitor and advocate for the full implementation of the UN Convention on the Elimination of Discrimination against Women (CEDAW) in Cambodia.

### Job Description:

This is a full-time position (40 hours per week) with occasional weekend work. The successful applicant will be expected to perform the following duties:

- Support the finance officer and communications officer in project-related logistics, administration and procurement;
- Support project staff during activities and/or events;
- Organize internal meetings, meetings with other organizations, internal workshops, outside seminars and conferences. This includes handling all logistical arrangements, such as securing the venue, sending invitations, preparing the venue before and during the event, making travel, food, and accommodation arrangements for participants, preparing workshop documents, and documenting the events through taking detailed minutes and photographs/videos.
- Liaise with NGO members, partners and government authorities;
- Represent NGO-CEDAW in meetings, workshops, trainings and as required;
- Maintain an inventory database for all purchased equipment;
- Assist with procurement of equipment and materials, including obtaining quotations;
- Administer petty cash funds: including making payments and exchanging currency;
- Deliver equipment and materials to the project staff;
- Filing, maintenance and storage of stocks of equipment needed for the project;

### Eligibility Requirements:

- Cambodian nationality;
- Bachelor degree in finance, business administration, management or related fields;
- Work experience in women's rights and networking strongly preferred;
- Ability to maintain regular communication with partners and respond to member requests professionally;
- Excellent interpersonal, oral and written communication skills in both Khmer and English;
- Ability to do some translation and act as an interpreter between Khmer and English;
- Computer literacy in Microsoft office (including Excel), Internet, Facebook and e-mail;
- Ability to learn quickly, prioritize tasks and work independently, without supervision;

Interested candidates are invited to send their CV along with a cover letter and expected salary to NGO-CEDAW's office, located in the LICADHO building: **House # 16, Street 99, Sangkat Boeung Trabek, Khan Chamcamorn, Phnom Penh**. Applications may also be sent by e-mail to: [ngocedaw.pnh@gmail.com](mailto:ngocedaw.pnh@gmail.com)

**Deadline for application:** February 16, 2018 at 12:00noon.

*Equal opportunity for both women and men. Women are strongly encouraged to apply.*

**Please note: Only shortlisted candidates will be contacted.**