



វិទ្យាស្ថាននៃប្រជាធិបតេយ្យកម្ពុជា
Cambodian Institute for Democracy

JOB DESCRIPTION

Job Title: Administration and Finance Officer
Duty Station: Phnom Penh Office
Report to: President of CID
Type of Contract: Full time
Duration: 1 year contract (with possibility of extension to 2027)
Starting Date: January 1, 2024
Salary: \$850 (plus other benefits)

1. BACKGROUND

The Cambodian Institute for Democracy (CID) is a non-profit and independent think tank working to support and strengthen democracy as a fundamental principle necessary for Cambodia’s social, economic, and political development.

CID is looking for an Administration and Finance Officer for a 5-year programme, “Empowering, Engaging, and Protecting Human Rights Defenders (2EP-HRD),” which is financially supported by the United States Agency for International Development (USAID). The main objectives of the programme are: 1) support vulnerable and marginalised groups in Phnom Penh to advocate for land tenure security; 2) empower human rights defenders (particularly women and youth and community activists from vulnerable and marginalised communities) by building their capacity to protect land and natural resource rights across Cambodia; 3) promote broader youth engagement and activism in human rights and democratic issues; and 4) enhance CSO-led protection and advocacy for human rights-related issues in Cambodia. The programme seeks to promote and protect universally recognised human rights, as well as the social, cultural, and economic rights of citizens in Cambodia.

2. OVERALL DUTIES

- Support the organisation in day-to-day operations, finance, project-related logistics, and administration;
- Prepare monthly and yearly tax declarations, including NSSF tax (in the e-filing system).
- Check and calculate receipts, invoices, and finance-related supporting documents;
- Maintain an up-to-date of inventory database for all purchased equipment;
- Manage the procurement of equipment and services, including obtaining quotations;
- Administer petty cash funds, including making payments and exchanging currency;

- Help with the filing, maintenance, and storage of stocks of equipment needed for the project;
- Work closely with the programme coordinator and President of CID to produce high-quality reports, including quarterly reports and annual reports, for the management team, the board of directors, and donors of CID;
- Manage all logistical arrangements, such as securing the venue, sending invitations, making travel, food, and accommodation arrangements for participants, preparing workshop documents, and documenting the events by taking detailed minutes.
- Under the direction of the President of CID, provide strategic support for the overall management of the programmes and assurance;
- Play a leading role in ensuring that CID's values, policies, rules, and regulations are properly complied with by the team and partners; and
- Perform other tasks as requested by the President of CID.

3. REQUIREMENTS

- Cambodian nationality;
- At least 3 years of experience in financial responsibilities, with a minimum of 1-year management experience with local or international organisations;
- Preferably have experience in managing USAID grant finance;
- At least a bachelor degree in the field of accounting, finance, or business administration;
- demonstrated the ability to handle financial management and create financial systems that meet international standards and best practices;
- Skills and expertise in computer accounting software (QuickBooks);
- Demonstrated ability to manage and motivate staff under supervision, excellent attention to details, accuracy, and being a liable person;
- Excellent communication and interpersonal skills, including the ability to build and maintain relationships with people from diverse backgrounds and nationalities;
- Sound knowledge of and commitment to the promotion of human rights, democracy and CID's core values;
- Ability to work independently, under pressure and with high level of commitment to ensure all outcomes/outputs are achieved on time and to a high standard; and
- Fluent in English with a proven ability to communicate and analyse both verbally and in writing.

4. HOW TO APPLY

Qualified candidates are encouraged to apply for this position by sending a cover letter and CV to info@cid.asia with the written subject line "Apply for Programme Coordinator" by 5:00 PM. On December 18, 2023, The Cambodian Institute for Democracy (CID) is committed to the principles of workplace diversity. Qualified women and people with disabilities are encouraged to apply.

Only short-listed candidates will be contacted.