



## Job Announcement

**Caritas Cambodia** is an International Non-Governmental Organization has been working in sixteen provinces of Battambang, Siem Reap, Kampong Thom, Kandal, Takeo, Preah Vihear, Monduliri, Kratie, Stung Treng, Outdormean Chey, Kompong Cham, Kampong Chhnang, Pailen, Pursat, Rattanakiri provinces and Phnom Penh City in Integrated Community Development, Sustainable Agriculture, Community Health, HIV/AIDS, Prison, Prevention Eye Care, Community Based Disaster Preparedness, Emergency Response and Rehabilitation, Climate Change and Adaption, Right Based Approach, Advocacy, Gender & Anti-Trafficking, Vocational Skills Development for Youth Development, Friendly Vocational Skills Development for Young Women and Young Mother with Children, and Centre for Child and Adolescent Mental Health. Caritas Cambodia is currently seeking qualified and motivated National Candidates to fill in the below positions:

### **1. Finance Officer – (1 Position based in National Office Phnom Penh)**

The **Finance Officer** is working under the guidance and direct supervision of the Finance Manager, the Finance Officer communicates and facilitates with the provincial office regarding the financial issue and also provides technical support to the program assigned. Provide coaching/refreshments to provincial office/national office and conduct regular Financial Assessments/monitoring to provincial office including providing finding feedback report. The Finance Officer will be based in Phnom Penh, with frequent travel to provinces.

#### **Major Responsibilities:**

- ❖ Assist Finance Manager in the preparation of the annual project budget and financial transactions to follow Caritas Cambodia's Financial Policies and Procedures.
- ❖ Monitor and record all transactions of the assigned program properly and on time in Accounting system
- ❖ Communication and coordination with the provincial office regarding the financial issue of the program assigned
- ❖ Prepare documents for relevant bank accounts, register and follow up all bank transactions and make a monthly reconciliation, monitor and review cash count and verify with cashbook sent by regional office.
- ❖ Provide technical support to the provincial office of an assigned program on financial issues through training, coaching and conducting regular field monitoring to ensure compliance with organization policies and relevant government regulations.
- ❖ Maintain accurate and complete financial reporting systems and procedures and ensure the security and confidentiality of all relevant financial records and documents.
- ❖ Implement internal control for the efficient use of all Caritas Cambodia assets and properties including bank transactions and other treasury functions
- ❖ Prepare, monitor and submit periodic internal and external financial reports to the Finance Manager and other related partners/donors and discuss financial planning and the program's operations regularly.
- ❖ Coordinate with provincial office in monitoring and controlling assigned program and project expenses based on approved budgets, budget preparation, verification of program's cashbook, providing finding report to program staff and follow up the progressed actions to ensure all financial transactions, prescribed financial policies and procedures and internal controls are being followed.
- ❖ Monitoring/assessment regularly to field office on financial operations and activities of project implementation to ensure accountability, transparency and efficiencies.
- ❖ Review the procurement process and supporting document for program implementation to ensure compliance with donor's requirements
- ❖ Manage and be responsible for internal/external annual financial audits for the whole organization and specific audits.
- ❖ Review and check inventory/asset listing and reconciliation with a system that has been prepared by an accountant.
- ❖ Review calculate and produce Monthly Reports for tax salary that has been prepared by an accountant.
- ❖ Provided professional, timely, accurate responses to inquiries from all finance personnel.
- ❖ Conduct regular Financial Assessments and Monitoring in the Provincial Office Program and provide feedback to them and management as well.

- ❖ Responsible for any concerns regarding to financial guidelines, procedures and donor requirements.
- ❖ Enters accounting data with a high level of accuracy and on a timely basis.
- ❖ Monitor cash management, fund release and general ledger, all transactions, to make sure all Regional Offices comply with donor's requirements and avoid fraud or corruption.
- ❖ Review the donor agreement to understand the donor's requirement
- ❖ Recommend/propose areas for improvement in the Financial Accounting functions to the Finance Manager
- ❖ Provide performance feedback to accountants.
- ❖ Coordinate and schedule recruitment processes for new staff (Admin/Account Officer, Accountant, and Project Manager)
- ❖ Closed year-end account, prepared fund balance and reconciliation expenditure, income, budget lines, and other accounting position

### **Qualifications:**

- ❖ Degree in Accounting and Finance or business management or equivalent combination of education, training and experience. Advanced degree desirable.
- ❖ A minimum of 5 years experience ESSENTIAL in a related field with International NGOs is a plus.
- ❖ Very Good Knowledge of computerized literacy such as advanced Excel, word, PowerPoint ... and accountancy software is essential (Peachtree Software is an advantage)
- ❖ Excellent knowledge and skills in finance and proficiency in financial planning, budgeting; analysis and auditing,
- ❖ Experience in multi-project financial management (EU funding or USAID is an advantage)
- ❖ Excellent communication skills in English and Khmer.
- ❖ Commitment to Caritas Cambodia's Mission, Vision and Values
- ❖ Must have a strong and confident, personality, honesty and can work under pressure.
- ❖ Be able to travel to provinces extensively with a flexible schedule.
- ❖ Be able to work independently and meet the deadlines;

## **2. Administrative and Survivor Engagement Assistant (1 position based in Kandal Province)**

Assist Admin and Finance officer on finance and administrative support for Caritas Kandal Program to ensure administrative procedures are in compliance with Caritas policy.

### **Major Responsibilities:**

- ❖ Ensure good communication and cooperation with teamwork
- ❖ Provide administrative support to Admin & Accountant Officer as program needed
- ❖ Responsible for drafting correspondences, letters, invitations, incoming and outgoing letters
- ❖ Maintain inventory list/fixed assets and organization assets
- ❖ Ensure all procurement processes are followed financial policy and procedures.
- ❖ Maintain administration filing system both soft and hand copy
- ❖ Prepare administration contract/agreement as needed
- ❖ Maintain the vehicles consumption and prepare the vehicle log-sheet.
- ❖ Meeting hall arrangement and transportation arrangement
- ❖ Facilitate, accompany and support to survivors needed related to other social services (market, hospital, tour, banking, religious prayer...etc).
- ❖ Any other task may be delegated if necessary by line supervisor.

### **Qualifications:**

- ❖ University degree in administrative and basic accounting or other equivalent skills
- ❖ At least 2-3 years' experiences
- ❖ Experience in working with international NGOs or a company
- ❖ Attention details, honest, responsible
- ❖ Self-motivate, confident, independent, teamwork and result-base
- ❖ Good interpersonal and communication skills
- ❖ Good in spoken and written Khmer and English
- ❖ Knowledge of English language and Computer proficiency (Microsoft Office,
- ❖ Computer proficiency (MSWord, Excel, Power Point, Internet, and E-mail) knowledge of Accounting Software "Peachtree accounting")

### **3. Center Facilitator (1 Position based in Kandal Province)**

**Center Facilitator** is responsible for the coordination and management of general building security, safety, maintenance, and the welfare of occupants in the center. They will also oversee the day-to-day activities in the center, including cleaning, waste disposal, and repair of facilities.

#### **Major Responsibilities:**

- ❖ Ensure a clean environment and greenery in the Center by overseeing the day-to-day activities in the center, ranging from cleaning, waste disposal, and repair of facilities as needed. Lead daily activities involving all youths, survivors, clients, and staff.
- ❖ Ensure the safety of the Center, including survivors, youth, clients, and staff.
- ❖ Promote healthy activities for youth, survivors, clients, and staff.
- ❖ Oversee the opening and closing of the center to regulate center entrance/exit.
- ❖ Oversee the safety of the center, ensuring emergency exit signs are visible and the building is free of hazards.
- ❖ Oversee the maintenance and repair of building facilities in the center, such as electrical installations and plumbing fixtures.
- ❖ Manage all office facilities and utilize them as much as possible.
- ❖ Coordinate and manage general security, safety, hygiene, maintenance, and welfare of occupants in the center.
- ❖ Inform the admin when there are broken lights or any other defects at night for them to fix during the day.
- ❖ Ensure safety and report to the line manager in case of inappropriate behavior or unknown people.
- ❖ Provide recommendations and advice to the line manager on strategies and steps to take to ensure the smooth running of the building property in the center.
- ❖ Coordinate room arrangements during preparations for conferences or other major events.
- ❖ Participate in staff meetings to provide insights useful in making appropriate decisions for proper building management.
- ❖ Build good teamwork, good communication, and good cooperation among project staff and youth groups.
- ❖ Work with the Administrator to record asset and logistic arrangements.
- ❖ Process the write-off of material/assets to clear the stock.
- ❖ Perform other duties assigned by the line supervisor.

#### **Qualifications:**

- ❖ Bachelor Degree or equivalent field.
- ❖ At least 1 year of experience working with center management.
- ❖ Proven facilitation and analytical skills.
- ❖ Skill in formation and strengthening youth and survivors.
- ❖ Willingness to work with survivors, vulnerable children, and youth.
- ❖ Organizational skills.
- ❖ Teamwork skills.
- ❖ Technical know-how on water or electricity fix/repair.
- ❖ Good interpersonal and communication skills.
- ❖ English and computer skills are assets.

### **4. Security Guard (2 Positions based in Kandal Province)**

The Security Guard is primary purpose to ensure the safety and security of Caritas Cambodia's staffs, visitors, and resources within our premises. Security Guard will be responsible for maintaining a safe and welcoming environment by monitoring and patrolling designated areas, as well as responding promptly to security incidents and enforcing established protocols. By demonstrating a strong sense of professionalism, integrity, and attentiveness, you will contribute to promoting a peaceful and secure atmosphere conducive to fulfilling Caritas Cambodia's mission of providing essential humanitarian services to vulnerable communities.

### **Major Responsibilities:**

- ❖ Adhere to working hours from 6:00 PM to 6:00 AM (Night Shift) and 6:00 AM to 6:00 PM (Day Shift).
- ❖ Maintain confidentiality for Caritas Shelter and do not expose it publicly.
- ❖ Ensure the safety of the Center, including survivors, youth, clients, and staff, by strictly following the center's rules and policies and management guidance.
- ❖ Ensure good security of the office and center by keeping the front gate closed at night and not allowing unknown individuals to enter without permission from project staff. Inform the manager/admin/project staff and seek permission before granting entry to visitors.
- ❖ Keep the front and back yards clean, including areas for the generator, toilets, or washing facilities.
- ❖ Check the generator every morning for fuel and proper functioning, ensuring uninterrupted electricity supply for staff and coordinators.
- ❖ Take care of all assets in the office and center.
- ❖ Ensure lights, fans, and air conditioning are turned off, and notify the admin or housekeeper if any are accidentally left on.
- ❖ Take swift action in case of severe water leakage at night and seek assistance as needed.
- ❖ Water plants, grass, and trees as required.
- ❖ Regularly empty garbage bins and ensure they are ready for collection by service providers.
- ❖ Maintain cleanliness in assigned areas, removing leftover food and dishes.
- ❖ Keep only necessary security lights on at night and assist in turning off other lights that may have been overlooked.
- ❖ Ensure that the office building is securely locked.
- ❖ Submit timely requests for special holidays to the Coordinator/HR for appropriate arrangements.
- ❖ Collaborate effectively with other guards, drivers, housekeepers, admin/HR, and team members.
- ❖ Adhere to Caritas rules and regulations.
- ❖ Demonstrate honesty and reliability.
- ❖ Handle any other matters as assigned.

### **Qualifications:**

- ❖ Basic security protocols and procedures.
- ❖ Familiarity with the organization's policies and guidelines.
- ❖ Previous experience in a security-related role preferred.
- ❖ Strong communication and interpersonal skills.
- ❖ Ability to follow instructions and adhere to guidelines.
- ❖ Good organizational and time-management abilities.
- ❖ Attention to detail and alertness.
- ❖ Physical fitness and stamina.

Interested candidates are requested to submit Caritas Application Form and their CV together with a cover letter clearly states the position you are applying for, at #416A, St.7E, Group 06, Phum Paprak Tbong, Sangkat Kakap, Khan Por Senchey, Phnom Penh Tel: 023 888 116/023 888 126 or Email:recruitment@caritascambodia.org by **19<sup>th</sup> December @5:00pm**. Only shortlisted candidates will be contacted for an interview.

**Applicants are requested to fill the APPLICATION FORM attached to the announcement  
Do not attach documents and certificates by e-mail.**

**The qualified candidates are encouraged to apply for.**