



JOB ANNOUNCEMENT

Sahmakum Teang Tnaut Organization (STT) is a non-governmental organization, non-profitable, was set up in September 2005 and officially registered with the ministry of interior in December 2006. STT tries to reflect in its work with urban communities. From the outset, STT has had a focus on infrastructure upgrading, but over the past decade, many communities have been impacted by development relating to land alienation and evictions. Because of this, STT has strengthened its research and advocacy to draw attention to a development policy that in Phnom Penh alone has led to 270,000 residents being displaced since 1990. By supporting genuine community complaints and grievances, STT and its partners have been helping communities articulate their concerns to local and international Medias, donors and other NGOs and INGOs. Visit us at www.teangtnaut.org

To support our projects, STT is looking for a qualified 1 admin interns to join our dynamic team as following:

Unit	: Administration and Human Resource Department
Reporting to	: Administration and Human Resource Manager
Hiring	: 1 Positions
Starting Date	: 3 rd November 2025
Duration	: 6 Months
Schedule	: Full Time (Monday – Friday)
Allowance	: USD 150

Main responsibilities:

- Assist Admin team
- Arrange documents
- Assist to control the stationary, sanitation supply, and kitchen supply
- Assist Admin team in photocopy, scan, and filing
- Assist in delivery works
- Assist in monitoring the timesheet
- Undertake additional tasks as needed by the Project Manager.

Qualification:

- University student in the field of Administration or another related field
- Willing to learn and get experience in the training
- Demonstrate a high level of ethical commitment and trustworthiness
- Ability to use a computer with applications relevant to the study fields
- Willing to learn and commit to work full time and can travel to target communities (as required)
- Be honest, Loyalty, Friendly, and hard working
- Available to work as a full time

How to Apply:

Interested candidates should send their application and CV highlighting relevant experience to STT's Administration and Human Resources through email recruitment@teangtnaut.org. Noted that only shortlisted applicant(s) will be contacted for discussions and interviews

Closing Date: The applicants will not be considered after 5pm on October 27, 2025.