



អង្គការសហគមន៍ធាងត្នោត

Sahmakum Teang Tnaut Organization - a Cambodian Urban NGO

JOB ANNOUNCEMENT

Sahmakum Teang Tnaut Organization (STT) is a Cambodian land and housing rights NGO supporting urban poor and vulnerable communities to access to land tenure security, adequate housing, climate justice and social protection. Located in Phnom Penh, STT was founded in 2005 and officially registered in 2006 as a local NGO supporting urban poor communities. “Teang Tnaut” means “Palm Leaves” and palm leaves are used by poor communities, to build rooves, and walls for their houses. This simplistic name was chosen to forever remind STT that its work serves the poorest members of society.

STT started as a small NGO that focused on technical upgrades in poor communities but over the past decade, many communities have been affected by development, land transfers, and evictions. As a result, STT has since grown to produce community maps, research and advocacy in order to achieve its goal of helping poor communities realize their rights to land and housing. STT’s efforts in Phnom Penh alone have reached 270,000 people. STT and its partners have helped communities express their concerns to national and international media, donors as well as national and international NGOs.

To support our organization and its program strategy and implementation, STT is looking for a qualified candidate to fulfill the following position:

Position : Program Advisor (1 position)

Reporting to : Executive Director

Starting Date : As soon as possible

Location : Phnom Penh

Schedule : Full Time (Monday-Friday)

Salary : Negotiation

Objective of the Position:

The role of the Program Advisor is to assist the Executive Director and the Program Managers in improving program strategy and implementation. The Advisor will provide proposal and reporting writing support, help develop strategic approaches, strengthen existing tools and systems, help prepare research and advocacy materials, take the lead in drafting and editing proposals, reports and media communications, serve as a point person and advisor for English-language communications, assist in developing and conducting external/internal training, and assist programs in improving overall research and advocacy strategies for the organization.

Main responsibilities, Tasks and Activities

- ❖ **Proposal Writing & Reporting to Donors:** Compile funding applications in close collaboration with Program Managers, work with the Finance Manager to develop proposal budgets and submit to the ED. Support and collaborate with the ED and Program Managers to manage donor and partner relations. Compile all reports from program managers and submit them to the ED; assist the ED in finalizing reports to donors. Support the monitoring and evaluation process led by the Program Managers.
- ❖ **Strategic Planning:** To assist with the development of the strategic plan including ongoing clarifications of vision and direction of STT. To support and work with MC colleagues in ensuring that STT operates efficiently and effectively, with clear goals, policies and a productive working atmosphere.
- ❖ **Non-voting advisor to the Management Committee (MC):** Without having the right to vote on decisions by the MC, the advisor attends MC meetings and provides inputs and suggestions at meetings of the MC and assists in the overall programme management of STT. The advisor also assists the ED in preparing reports to the Board of Directors.

អាសយដ្ឋាន: ផ្ទះលេខ ២១ ផ្លូវលេខ៤៧២ សង្កាត់ទួលទំពូងទី១ ខណ្ឌចំការមន រាជធានីភ្នំពេញ ។ ទូរស័ព្ទលេខ (៨៥៥)២៣ ៤៣១ ៥៥៥

ប្រអប់សំបុត្រលេខ ១៧៤ ភ្នំពេញ កម្ពុជា។ អ៊ីមែល info@teangtnaut.org គេហទំព័រ: www.teangtnaut.org

Address: #21, St 472, Tul Tumpung I, Chamkarmorn, Phnom Penh. Tel: (855)23 431 555

P.O. Box 174, Phnom Penh, Cambodia. E-mail. info@teangtnaut.org Web. www.teangtnaut.org



- ❖ **Media and Communications:** Act as liaison between STT and members of the foreign-language media. Develop relationships with members of the media to ensure coverage of key events and issues. Provide information/interviews to print, radio and visual media both on the record and off the record, as required, and assist other staff in developing appropriate responses to media inquiries.
- ❖ **Other duties:** May be required to work on other projects with STT as agreed within the MC or as directed by the ED, which might include preparing report to specific donors, performing administrative duties and participating in meetings as needed, assisting the ED in developing, implementing, evaluating and improving program activities, and provide writing, editing and strategy assistance, as needed, to all departments of STT in technical, advocacy and communication matters.

Qualification and Professional Experience

- ❖ **Education**
 - University degree in Law, Public Administration, Development, Social Work, Journalism, Communications or a closely related field.
- ❖ **Professional Experience**
 - At least five (5) years of relevant experience in international development, journalism, communications, public relations, or program management.
 - Demonstrated experience in proposal writing, donor reporting, and donor relations.
 - Experience in research, advocacy, and strategic planning.

Knowledge and Skills

- Solid experience in proposal development, donor reporting, and donor relations.
- Strong understanding of international human rights instruments and issues related to land and housing rights, urbanization, and climate change.
- Excellent English writing, editing, and proofreading skills.
- Strong analytical, research, and strategic thinking abilities.
- Excellent interpersonal and communication skills, with the ability to engage effectively with donors, partners, media representatives, and community stakeholders.
- Ability to work both independently and collaboratively in a multicultural and team-oriented environment.
- Strong organizational skills and the ability to manage multiple assignments and meet tight deadlines.
- High level of professionalism, integrity, and attention to detail.

How to Apply:

interested candidate should submit their resume and cover letter, including expected salary to recruitment@teangtnaut.org and copy to director@teangtnaut.org or address provided in the contact details. Only short-list candidates will be contacted for the interview. Females and person with disabilities are strongly encouraged to apply.

Safeguarding Statement:

STT requires all staff to take their ethical responsibilities seriously in safeguarding our intended beneficiaries, their communities, especially children—and all individuals with whom we work. In line with our commitment to preventing sexual exploitation and abuse (PSEA), all staff are required to undergo thorough background screening prior to employment. Staff are also expected to comply with STT's policies and procedures on ethical conduct, including safeguarding, child protection, prevention of sexual exploitation and abuse, and whistleblowing. **The deadline for submission on June 30th, 2026.**