



JOB ANNOUNCEMENT

Sahmakum Teang Tnaut (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 operations, STT is looking for a qualified **Administrative Officer** to join our dynamic team as follows:

Position	: Administrative Officer (1 position)
Unit	: Support
Reporting to	: Administration and Human Resource Manager
Hiring	: 1 Position
Starting Date	: 1 st July 2024
Location	: Phnom Penh
Schedule	: Full Time (Monday-Friday)
Salary	: Negotiation

I. Main responsibilities:

- **Office Operations:** Ensure the smooth functioning of meeting rooms and records related to vehicle usage.
- **Procurement Work:** Prepare and request quotations from suppliers. Analyse quotes and create purchase orders. Handle payments to suppliers.
- **Stock Control:** Manage assets, equipment, and stationery inventory.
- **Expense Management:** Prepare monthly payments for utilities (water, electricity, and NSSF). Handle other expenses related to office operations.
- **Additional Responsibilities:** Perform any other tasks assigned by the Admin/HR Manager.

II. Experience and Qualifications:

- Bachelor's degree or equivalent qualification
- Confident experience to challenge, learn, and improve
- At least two years of work experience relating to administration
- Ability to use computer Ms. Office and Excel
- Ability to speak, write and understand English
- Commitment to work full time and travel to target communities.

III. How to Apply:

Interested and qualified candidates are required to submit a cover letter and resume (CV) via e-mail to recruitment@teangtnaut.org by **June 14th, 2024**. Applications that do not indicate the position being applied for will not be considered. Only shortlisted candidates will be contacted for an interview.