



JOB ANNOUNCEMENT

Executive Assistant (Deputy Country Manager)

Handicap International - Humanity & Inclusion (HI), founded in 1982 in Cambodia and working today in more than 60 countries, is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. HI works alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. The organization is one of the few specialized actors on disability that implements programs across various sectors, including physical rehabilitation, health, livelihood, demining, education, support to OPDs and policymaking.

HI put specific emphasis on working directly with national and local organizations including OPDs and Civil Society Organizations (CSOs), authorities, and institutions to ensure a better impact toward the sustainability of our actions.

In Cambodia, HI currently implementing 6 projects in Phnom Penh for national-level activities and provincial-level activities in Kampong Cham, Tboung Khmum, Takeo, Prey Veng, Kratie, Siem Reap, Monduliri, Ratanakiri, Battambang, Pailin, Kampong Speu and Preah Vihear.

- 1) **SHARE Project:** Support a holistic approach for the rehabilitation of adults and children with disabilities. Component - Inclusive Education & Rehabilitation. Funded by MAEE LUX (Jan.2018 - Dec.2027).
- 2) **ATscale Project:** Strengthening government capacity in increasing access and improving management of Assistive Technology (AT) services in Cambodia. Component – Mobility (Rehabilitation). Funded by UNOPS/ATscale (Mar.2023-Feb.2026).
- 3) **ACCESS-2:** Improving quality & inclusive rehabilitation services in Kampong Cham province. Component – Rehabilitation. Funded by DFAT/ACCESS-2 (Sep.2024 – Jun.2028).
- 4) **VA (CfRIV):** Improving physical rehabilitation services to support an integrated approach to Victim Assistance. Funded by UNDP (Sep.2024 – Aug.2025).
- 5) **DARM:** Supporting long-term development and risk management of the Cambodian Self-Help Demining Organization. Funded by US-PM/WRA (Feb.2021 - Jan.2025).
- 6) **ILAB (B-UP):** Bridging Barriers and Unlocking Potential (B-UP), Improving Access to Decent Work for People with Disabilities. Funded by US-DOL/ILAB (Jan.2025 – Jun.2029).

HI is recruiting one qualified candidate to fulfill the following post:

- Position: **Executive Assistant (Deputy Country Manager)**
- Location: **Phnom Penh** (with regular travels to intervention areas)
- Contract Type: **Unspecified Duration Contract (UDC)**
- Contract duration: **Open ended (UDC)**
- Working Schedule: **Full time (40 hours per week)**
- Expected starting date: **February 2025**
- Salary and Benefit Package: Salary rank starting from **USD 1,707** (based on the experience) and other benefits are in accordance with HI Cambodia remuneration policy.

General mission

Reporting to the Country Manager, the Executive Assistant (Deputy Country Manager) contributes to the implementation of the regional strategy in the country where s/he is based. In close relationship with regional and country teams, s/he ensures that adequate frameworks, standards and tools are in place in country. Acting as the country managers' Executive Assistant, s/he facilitates country management upon delegation of his/her line manager.

Line Manager: Country Manager (CM)

Duty Station: HI office in Phnom Penh, with travels to intervention areas

Missions / responsibilities (*)

Mission 1: Support the Country manager in Operational implementation

- Supports the Country Manager in the organization of the country governance, including projects review and regular coordination meetings.
- Supports the Country Manager in organizing and documenting annual strategy review and monitoring; and update the country sheet every year.
- Facilitate visits in country including reporting visits on HI internal reporting tool, drafting ToR, taking appointments, coordinating with support services and welcoming & accompanying visitors.
- Alert the CM or other relevant services in case of problems and contribute to problem identification and recommend actions to be taken.
- Formalize the monitoring by feeding relevant dashboards.
- Support the CM in controlling and producing adequate and reliable reporting.

Mission 2: Monitor the implementation of HI strategies and policies

- Ensure that internal checklists are designed and used by each department for regular internal control / spot checks during visits to countries, in coordination with the Regional Managers.
- In relationship with relevant regional services, ensure deployment and compliance with HI global frameworks, institutional policies and standards. These include - Security, Code of Conduct and Safeguarding, Anti-fraud, bribery and corruption, PME and Project Quality Framework, Age-Gender-Disability, BeHIInclusive, MPM & REACT.

Mission 3: Implement partnership strategy and process

- Monitor the in-country implementation of HI's global partnership guidelines and of the StratOp partnership objectives and action plan.
- Lead the partnership mapping & capacity assessment process along with the HI support services and relevant departments.
- Lead the regular adaptation and monitor the implementation of the partnership process.
- Lead the organization of strategic exchanges and lessons sharing about partnerships across the country.
- Review partnership agreements with high financial value, in accordance with the partnership process.

Mission 4: Develop HI's external influence in the country

- By delegation of and in close coordination with the Country Manager, represent HI to the local, national, traditional, political, military and diplomatic authorities and bodies, and international organizations and humanitarian mechanisms and coordination systems.
- By delegation of country manager act as functional line manager to the operations unit and support the shared services in hosting donor and media visits.

Mission 5: Emergency Preparedness and Response

- Contributes to the SEA region and Cambodia's emergency preparedness actions and, in an emergency, adapts working methods to contribute to an effective humanitarian response from HI.
- As part of the emergency surge team, participate in or lead rapid assessments and consolidate assessment reports.
- Represent HI in humanitarian coordination meetings.
- Contribute to drafting funding appeals, donor reports, and project proposals related to the response.

Specific mission: In addition, the Executive Assistant (Deputy Country Manager) may undertake any other duty requested by his/her line manager that may be required for the service.

Experiences and Qualifications:

- Minimum of 5 years of professional humanitarian experience in project management and implementation of projects with partners and consortium.
- Preferably master's degree in the field of international development, development studies, project management, social work/anthropology, communications, public health, education or related areas.
- Minimum of 2 years' experience on projects that address persons with disabilities, physical rehabilitation services, inclusive education, social & economic inclusion, labor-related issues, disability rights; with progressive increase in responsibilities.
- Certification in project cycle management is an asset.
- Experience in networking, and external relations and coordination with various partners and stakeholders, and effectively facilitate partnerships collaboration.
- Experience in coordinating proposals and monitoring grants (institutional donors or private).
- Demonstrated experience in capacities building and training.
- Demonstrated experience in establishing and maintaining systems for supporting project operations.
- Experience in working with local authorities, OPD's, CSO's will be considered as a key asset.
- Experience in working with vulnerable groups and people with disabilities is required.
- Strong negotiation and communication skills are required, especially in collaborative settings with multi-disciplinary teams and colleagues.
- Adaptive to evolving contexts and intercultural environments, ability to anticipate risk or opportunities, with problem solving capability.
- Proficient in English & Khmer with excellent reading, writing, listening & speaking capacity.
- Capable of producing clear, concise and responsible communication suited to the interlocutor.

Application process:

HI is committed to equal employment opportunities for all applicants. HI is committed to the principle of diversity and particularly welcomes applications from people with disabilities and women.

The successful applicant will be expected to comply with HI's Code of Conduct; Child Protection Policy; Policy on Prevention from Sexual Exploitation and Abuse; Anti-fraud, bribery, and Corruption Policy; and Disability, Gender, and Age Policy.

Applications must be submitted by the **19th of January 2025 at 5 PM Cambodia time** by addressing position title **Executive Assistant (Deputy Country Manager)** and should include a cover letter addressing the requirements together with a curriculum vitae (maximum of 4 pages), current photo, names and contacts of two professional references (preferably from line managers) that can support your application.

The position will be closed once a candidate has been identified. Only short-listed candidates will be contacted for an interview. All application documents will be treated confidentially and will not be returned.

Applications are invited to submit their applications by email: recruitment@cambodia.hi.org

Or hard copy by addressing to:

HR Department

G17 Floor (G1711-13A), GIA Tower, Sopheak Mongkul Street, Diamond Island, Sangkat

Tonle Bassac, Khan Chamkamon, Phnom Penh, Cambodia.

P.O. Box 586, Telephone: +855 (0) 23 217 300, Website: www.hi.org

Women and people with disabilities are strongly encouraged to apply.

Please provide details in your application form / cover letter if there is any specified support in terms of disabilities needs.