

ADMIN AND FINANCE OFFICER NEEDED

NGO Education Partnership (NEP) is a membership organization that coordinates dialogue and cooperation among key stakeholders to improve the quality and accessibility of education in Cambodia.

Since 2002, NGO Education Partnership (NEP) has been a strong voice in education policy discourse in Cambodia by being a representative of Civil Society Organizations (CSOs) working in education sector in Cambodia. Over the years, even though the CSO landscape has changed a lot in Cambodia, NEPs representation and membership base has only grown in strength. At present NEP has a total of 152 member organizations, out of which 100 are local NGOs (LNGO) and 52 International NGOs (INGOs).

NEP in cooperation with Oxfam Ibis was granted by Education Out Loud (EOL) of the Global Partner for Education (GPE) to implement project “*strengthening the quality of education policy dialogue and delivery through CSO inclusion, participation, communication and capacitation*”. The project duration is 2 years from January 2020 – December 2021. The objectives of the action are to (1) improve the capacity for conducting policy analysis and ensuring accessibility to policy briefs, (2) strengthening CSO capacity on Policy Dialogue and Monitoring, and (3) Impactful, inclusive and influencing Policy, Planning & Review.

NEP is now looking for an Admin and Finance Officer (full-time) to be responsible for day to day planning, management and reporting. The post-holder is specifically responsible for careful implementation of the project in line with the grant agreement and for preparing report and documentation.

Responsibilities

- Share tasks including arranging meetings and workshop, providing information, serving as office point of contact, and managing the office.
- Prepare and circulate meeting agendas, organize meetings, take and circulate minutes of monthly meetings
- Receive and service members queries and requests
- Purchase office supplies, maintain inventory of all NEP assets and ensure the maintenance of all office equipment
- Facilitate and manage task related financial arrangement and payment
- Maintain the library and its database in order and up to date
- Carry out other tasks as required by the organization

Qualification Requirements

- Cambodian national with diploma in business administration and finance management or any related field.
- At least 3 years work experience in administrative and financial management with NGOs.
- Knowledge of Cambodian education sector
- Good written and oral communication skills in English and prior translation experience Khmer-English, English-Khmer.
- Skilled with computer programs: MS Word, Excel, and Outlook Express.

- Knowledge of Quick Book is required
- Ability and willingness to learn
- Demonstrated capacity and commitment to work in the role of service provider to people from diverse backgrounds, especially in the education field.
- Open, flexible attitude, and a team worker with good communication skills.
- Flexible and committed to social change with a learning attitude
- Expecting to start soon July-Aug 2020

Deadline of application

Interested candidate can send CV and Cover Letter to info@nepcambodia.org or deliver it to #110, St. 12BT, Sangkat Beung Tumpun, Khan Meanchey, Phnom Penh. Deadline for applications is 06th July 2020 at 5:00 pm.

Tel: 023 224 774 /078 224 775

Website: www.nepcambodia.org

Women are encouraged to apply. NEP is an equal opportunity employee.