



JOB ANNOUNCEMENT

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.

In Cambodia, 6 projects are currently implemented in Kampong Cham, Tboung Khmum, Phnom Penh and Siem Reap provinces:

- **Socio Economic Inclusion (SEI):** social accountability and ensuring the quality of service provision for addressing the needs of vulnerable people especially people with disabilities and women.
- **Mother and Child Health (MCH):** improve the quality and accessibility of health services for people with disabilities, physical screening implementation, early detection, and referral and accessibility.
- **Rehabilitation (REHAB):** increasing access to quality rehabilitation services and strengthening referral with the health system.
- **Accessibility:** Accessibility promotion for an Inclusive and Supportive Environment for All. The accessibility project promotes and disseminates the national accessibility guidelines.
- **Demining (DARM):** Supporting long-term development and risk management of the Cambodian Self Help Demining Organization.
- **Road Safety:** Estimated Road Crash generated Disability data collection from hospitals.

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

Position: **Country Finance Supervisor**

Location: **Phnom Penh**

Working Schedule: **Full time (40 hours per week)**

Contract Type: **Unspecified Duration Contract (UDC)**

Expected starting date: **as soon as possible**

Salary and Benefit Package: Salary rank will be based on experiences and other benefits are in accordance with HI's remuneration policy.

Main Responsibilities:

- Carry out the financial management of the mission
- Carry out management of donor budget and funding contracts
- Carry out support to financial management of local partners
- Carry out management of staff under his/ her line management

Experiences and Qualifications:

- Master's degree in finance or business management
- Minimum 4 years experiences in finance management
- Previous work experience with I/NGO
- Proven experience in team management and structuring
- Knowledge and experience of international donors procedures
- Demonstrated ability and motivation to build capacity and/or train others
- Fluent in English
- Excellent organizational skills
- Excellent oral and written communication skills
- Excellent diplomatic, presentation, interpersonal communication skills

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, Abuse and Anti- fraud, bribery, and corruption Policy.

Applications must be submitted by **30th September 2021 at 5 pm** and the applications should be included an **application letter** addressing the requirements together with a **curriculum vitae** (maximum of 4 pages), names and contacts of two professional references from different institutions 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 to:

HR Department

#9AB, Street 446, Sangkat Tuol Tompoung 1, Khan Chamkar Mon, Phnom Penh,
Kingdom of Cambodia

Tel.: 023 212 897 / 023 212 300

P.O. Box 586

Email : recruitment@cambodia.hi.org; Website : www.hi.org

[Women and people with disabilities are strongly encouraged to apply.](#)

[Please details in your application form / cover letter if any specified support in term of disabilities needs.](#)