

Job Announcement

Procurement Assistant Intern (1 Position - Full time or Part-time)

To be based in Phnom Penh Office.

Job Summary:

You will effectively perform various activities throughout the procurement cycle to assist the acquisition of goods and services in support of the delivery of high-quality programming to the poor and vulnerable. Your abilities will allow you to successfully support the quality and efficiency of procurement and purchasing activities applying the principles of stewardship, integrity, transparency, and accountability.

Job Responsibilities:

- Supports requestors to prepare complete and comprehensive Purchase Requisition Forms (Request for Goods and Services-RFGS).
- Assists in maintaining (monitoring and updating) the procurement plan and the procurement tracking tool to facilitate timely communication of procurement/purchase needs, status updates on progress of all orders, and effective and efficient service delivery.
- Assists the SC/Procurement Manager and other in charge-officers in the continuous search for competent, reputable, and reliable suppliers of goods or services.
- Assists in receiving goods from vendors and prepare goods received note.
- Assists in transferring goods/ materials to or from project sites or field staffs.
- Assists in seeking for quotations in any procurement purchase for any requested goods and services.
- Assists in filing and scanning procurement documents and others.
- Assists in monitoring and updating the movement of fixed asset and inventory and as well the monthly and quarterly reporting.
- Assists in purchasing or ordering some office/ project and stationery supplies.
- Visits suppliers (company site, stores, and/or production facilities) to collect information and support the due diligence visit process.
- Purchases items following CRS procurement documents (i.e. Purchase Order), instructions, and standards.
- Request for quotation on air ticket and other accommodation for all CRS Cambodia staff.
- Tracking all air ticket procurement and post them into CRS locator under CRS Global
- Ensuring all the supporting documentation is accurate and on file to assist the timely payment to vendors; and, follows up with requestors, suppliers, and other relevant parties to address any deficiencies and/or discrepancies. Perform other tasks as per assigned.

Typical Background, Experience & Requirements:

- Associated degree/ fresh graduate degree in relevant field
- Knowledge in purchasing/procurement, logistics, and/or administration processes and activities is advantages.
- Good writing skills.
- Knowledge of local market conditions.
- Knowledge in MS Office package (Word and very good in Excel).

IT Assistant Intern (1 Position - Full time or Part-time)

To be based in Phnom Penh Office.

Job Summary:

You will ensure the overall strategic coordination, day-to-day assist and support to ICT functions as per supervise by ICT Manager. You will analyze and anticipate operational and programmatic ICT service needs and challenges and will report to ICT Manager for technology improvement solutions in accordance with established policies, procedures, and service standards for optimal performance, integrity, security, and strategic alignment of systems.

Job Responsibilities:

- Assist in deploy, configure, and maintain ICT systems and databases, including networks, servers, and telecommunications. Troubleshoot and address issues to ensure optimal performance mainly with seconded staff via mobile phone conversation or team Viewer remote tool etc.
- Configure and maintain applications and user devices. Provide timely and quality service delivery and technical support.
- Assist in maintain inventory of ICT equipment, hardware, and software and ensure adequate supply and functionality, in collaboration with relevant staff.
- Assist in coordinate relationships with suppliers to facilitate delivery of ICT-related services that meet CRS business requirements and needs.
- Assist in support capacity building initiatives, remotely or on-site, seconded staff and partners when required.
- Support all staff to connect to WiFi or network cable and LCD Projector
- Provide routine administrative activities support and especially during absent of office assistance/ drivers.
- Provide IT support to HR team during recruitment test
- Support in photocopy and scanning document as per assigned or request from Operations team
- Perform other tasks as per assigned.

Typical Background, Experience & Requirements:

- Associated degree/fresh graduate degree in relevant field
- Knowledge in the field of Media/ICT/Computer Science or others ICT related field
- Willing to learn and commit to work full time
- Ability in using Microsoft family computer application relevant
- Good relationship management skills. Ability to relate to people at all levels internally and externally with a strong client-service focus.
- Basic understanding of business analysis concepts and best practice.

Interest candidate should submit their CV and covering letter, **on or before August 07, 2019.**

To CRS recruitment email: kh.recruitment@crs.org, or send to CRS Cambodia Office:

Building # 64, Preah Norodom Blvd, Corner Street 178, Sangkat Chey Chumneas, Khan Daun Penh, Phnom Penh, Cambodia.