

ACTIONAID CAMBODIA

Terms of Reference - Administrative Intern

ROLE OVERVIEW

As an Administrative Intern, s/he will gain hands-on learning from admin team in key procurement and logistics tasks. S/he will assist in maintaining administrative support as well as sourcing goods/services and managing data records like RFQs, goods delivery & inspection, supplier database updates, supplier vetting lists, filing procurement docs, and uploading scanned files to the procurement tracker. S/he will also support assets and warehousing management as needed.

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly

KEY ACTIVITIES

Logistics

- Assist in maintaining office reception areas, and welcome direct visitors/guests
- Assist in keeping recording and delivering incoming and outgoing mail and documents with logistic and admin support drivers
- Assist in preparing payment request for monthly regular office expenditure as request from Admin & Executive Officer from time to time.
- Assist in maintaining filling of administration documentations, and preparing documents as required
- Support in printing, scanning and renaming files in appropriate place
- Assist with ordering admin supplies like letterhead, envelopes, stationery, etc

Procurement

- Assist with the supplier sourcing-related procurement process as requested
- Assist in follow-up with suppliers related procurement as per request
- Assist Admin team in seeking and collecting quality and authentic quotations as required.

Asset and Inventory

- Assist in monthly kitchen stock, office utilities, and phone
- Assist and working closely with admin and executive officer to ensure timely maintenance of office equipment inventory, supplies, and stationery, including physical counts and disposal

Others

- Support team in the arrangement of any related Admin and logistic support, and other assigned tasks by team.

AREA OF LEARNING OPPORTUNITIES

- General understanding of the work, vision, mission, value of the AAC programme, the role of stakeholders and partners at national and global level and the role of internship in contribution to achieve organization strategy;
- Gain understanding of AAC's administrative system and workflow process
- Opportunity to engage with AAC's partner admin, finance staff and others
- Expose to opportunity to build relationship and leadership including liaison and coordination skills with other staff within AAC and other stakeholders – suppliers, contractor, service providers and other line-ministries
- Becoming more familiar with working in an international/foreign non-governmental organization.

QUALIFICATION AND EXPERIENCE

- University students enrolled in an accredited professional or degree program or recent University graduates in the field of business administration
- , or finance and accounting, or art of English, or human resources or any other related fields
- Good interpersonal communications skills.
- Good working in a team with diversity.
- Knowledge of applications including Excel, Word, email, typing both Khmer and English is essential.
- Sense of responsive, result-oriented and self-committed person
- Experience of working on Administration, logistics and purchasing.
- Knowledge or experience of the nonprofit NGO and development sector.
- Commitment to ActionAid Cambodia's mission, values, and SHEA and safeguarding principles.
- Good interpersonal communication skills with positive attitude towards learning and sharing
- Ability to manage confidential information
- Passionate and willing to learn and grow
- Gender and HIV/AIDS sensitive.
- Positive attitude towards learning and sharing

Full-time interns will receive monthly stipend with amount of USD 180/month.

It is the responsibility of every staff member and intern to contribute to AAI's mission and to comply with AAI's values, policies, and principles, including but not limited to safeguarding policies, the security management plan, the IT policy, and the Digital and Data Management and Security Guidelines.

Application Submission:

Interest applicants are encouraged and invited to apply. Please submit your most recent CV and cover letter to email below. Application should be combined and sent as one single PDF file.

- Submission email: **cambodia.job@actionaid.org**
- Email subject line: **Administrative Intern**
- Application deadline: **19th April 2026**