



ACTIONAID CAMBODIA (AAC) Job Description and Person Specification

Job Title:	Admin & Executive Officer		
Department	People Finance & Operation	Unit	Admin
Grade:	C	Contract Type	Regular
Location:	Phnom Penh		
Reports to:	People & Culture Coordinator-Primary Reporting Country Director – Matix Reporting		
Direct Reports:	<ul style="list-style-type: none">• Driver plus Admin support (CS)• Driver Plus Logistic Officer (Project) – Matrix Report		
Job Role			
Role Overview:	<p>Under the guidance of the People & Culture Coordinator, the Admin & Executive Officer serves as a key liaison between the management, staff, and visitors of ActionAid Cambodia. This role ensures the smooth execution of administrative and logistical support for official activities.</p> <p>The Admin & Executive Officer is responsible for overseeing the procurement process, ensuring the timely, high-quality, and cost-effective acquisition of goods in compliance with AAC policies. Additionally, this role manages office security, maintains organized records of organizational assets and inventory, and supervises the logistics team, including cleaners and drivers, to ensure efficient operations.</p> <p>Furthermore, the Admin & Executive Officer provides high-level administrative and secretarial support to the Country Director, acting as the primary point of contact for internal and external appointments and scheduling related to the Country Director's Office.</p> <p>She/he is also responsible to lead or contribute to the following institutional priorities as per the requirements of ActionAid Cambodia (AAC):</p> <ul style="list-style-type: none">• Human right based approach (HRBA)• Feminist Leadership• Sexual Harassment, Exploitation and Abuse (SHEA) & Safeguarding• Behavioral change approach (BCA) Safety and Security		
Areas of Responsibilities	Key Activities		
	<ul style="list-style-type: none">• Arranges domestic/international flight/ travel and transportation• Issues the invitation letter for visitors and arrangement of international per diem		

Logistics	<ul style="list-style-type: none"> • Prepares and recommends annual logistic budget in close coordination with line manager and finance team • Makes the agreement with suppliers, vendor including house rental agreements for expatriate staff and the office • Ensure the safety and security of the venue, vehicle & accommodation for the international visitors as per the updated Global Safety and Security policy. • Leads on logistic team meeting • Evaluates and prepares for logistic team performance appraisal (probation review, completion of probation and annual appraisals) • Assist in translating English to Khmer & vice-versa. Prepare documents as required • Issue and revise the ID Cards for staff as required • Assists in developing and maintaining Administration policy in the organization. • Coordinate and prepare necessary documents for tax exemptions, vehicle inspections, NGO plate registration, and MOU renewals in collaboration with the CDC, Ministry of Finance & Economy, Ministry of Foreign Affairs, and Ministry of Rural Development. • Liaise with the insurance company to ensure comprehensive coverage for staff, property, and vehicles. • Collaborate with the line manager. P&C Coordinator to facilitate job announcements for newspaper publication • Provide support for administrative and finance tasks as needed or directed by the line manager.
Procurement	<ul style="list-style-type: none"> • Coordinate procurement and logistics for AAC and local/international workshops. • Verify expense coding, prepare quotation summaries for purchase requests, and draft recommendation letters. • Review staff requisition forms to ensure correct coding and budget allocation. • Ensure timely procurement of goods and services. • Ensure adherence to procurement procedures and policies. • Oversee the procurement of stationery, office equipment, and workshop materials. • Manage payment requests, vouchers, per diems, travel arrangements, hotel bookings, air ticket issuance/extensions, visa, and passport processes.
	<ul style="list-style-type: none"> • Oversee office management, including repairs and maintenance • Ensure the maintenance of all the office assets, equipment and inventories on a timely basis to cover the risk of loss and damage. • Supervise monthly kitchen stock, office utilities, phone, and fax usage. • Monitor and coordinate vehicle repair and maintenance schedules.

Asset and Inventory Management	<ul style="list-style-type: none"> • Manage office equipment inventories, supplies, and stationery, including physical counts and disposal. • Safeguard and maintain accountabilities for all assigned properties. • Maintain driver logbooks and generate monthly fuel consumption reports for cars and motorbikes. • Oversee and manage office assets, including computers and other equipment.
Secretarial & Administration	<ul style="list-style-type: none"> • Follow up on any action points sought by the County Director as per the deadlines • Support to organize senior management team meetings and board meetings • Prepare minutes and briefings of meetings required by the CD's Office • Handle telephone/visitors to CD's Office • Maintain and update CD's calendar • Support CD on planning and scheduling daily activities as required • Prepare travel schedule and other travel arrangements on behalf of CD • Support events and meetings as required by the CD's Office • Maintain efficient and effective filing system as required • Distribute reports, proposals, and other documents from the CD's office to the appropriate personnel. • Support in documentation of events as and when required. • Communicate information on behalf of the CD's office as and when required
Communication & Organizational Representation	<ul style="list-style-type: none"> • This position acts as focal person for AAC in the admin and procurement management to ensure that guidelines, policy and systems are effectively implemented and understood by all staff • This position represents AAC in various administrative, procurement, and safety & security-related network and alliance meetings, as well as knowledge-sharing and learning forums. It involves documenting and sharing feedback with the team and coordinating with different government and non-government alliances. • Coordinate for high level visits, local conferences and events, as required.
Line Management	<ul style="list-style-type: none"> • Supervise logistics staff, including drivers and cleaners, ensuring daily tasks and performance oversight. • Conduct inductions and orientation sessions for new and existing staff, including close coordination with the logistics team, on administrative processes and procedures.
Other	<ul style="list-style-type: none"> • Any other tasks as assigned by line manager
Key Relationships to reach solutions	
Internal (to ActionAid or team)	External
Drivers, Cleaner	External suppliers, vendors agencies and relevant Ministries

People Finance & Operation Lead	International visitors
Finance Team	Government and non-government alliances
AAC staff team	Network groups
Person Specification	
Education & Certifications	<ul style="list-style-type: none"> • Bachelor's degree in Business Administration/office management/studies and/or related field from the reputed university/institution with at least 3 years of relevant experiences in similar field/sector
Essential Experience Knowledge and Skills	<ul style="list-style-type: none"> • Excellent communication and task management skill • Prior experience in a secretarial role and logistics management is an advantage. • Excellent communication and inter-personal skill to articulate the information and knowledge • Understanding and experience on procurement processes. • Tasks oriented with excellent planning and time management skill • Ability to use related office equipment and communication tool • Ability use/type in Khmer (Unicode) including writing/editing letter • Good written and oral English- able to communicate clearly and precisely both with internal and external stakeholders • Accuracy, attention to details, initiative and ability to manage multiple tasks with good risk management
Desirable Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Positive, friendly, energetic with high sense of self-responsibility • Assessment and improvement of administration systems and procedures • Familiarity with general accounting procedures • Good interpersonal skill (ability to engage well with supervisor and colleagues) • Effective Communication and negotiation • Well organized, respectful and non-discriminatory
Personal Qualities	<ul style="list-style-type: none"> • High responsible on duties • Commit to the deadline • Willing to take more/extra responsibilities as work may requires • Honest, integrity & trustworthy • Good team player and able to work under pressure • Ability to manage confidential information

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to AAI's mission and comply to AAI's values, which are: *Mutual respect, Equity and justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility*

Prepared by:
Line manager

Signature

Date:

Reviewed by:
People Finance & Operation Lead

Signature

Date:

Approved by:
Country Director

Signature

Date:

Accepted by:
Name of staff

Signature

Date: