

ACTIONAID CAMBODIA - Job Description and Person Specification

Job Title:	Project Assistant		
Department	Programme	Unit	Programme
Grade:	C	Contract Type	FDC
Location:	Phnom Penh (with travel to the field)		
Duration:	Oct 2026 – May 2027 (possible to be extended)		
Reports to:	Women's Rights Specialist		
Overview:	Job Role		
	The Project Assistant will provide effective support to programme team and Women's Rights programme, support for a smooth programme implementation. S/he will provide support on logistics, administrative and financial arrangement required for programme events include training, meetings, workshops, field works of programme team. S/he will also support in filing and archiving document related to projects. S/he will also assist M&E programme team in other assigned tasks that contribute to effective programme implementation.		
Areas of Responsibilities	Key Activities		
Project Implementation	• Support of Women's Rights Specialist and Programme and Business Development Lead in the department meeting and minutes taking. • Ensure the update-to-date programme dashboard are regularly registered by relevant team members. • Assist Women's Rights Specialist to implement the Local Rights Program and FAST projects within AAC. • Assist programme team and FAST project in prepare workplan, budget and reports. • Assist programme team and FAST project in developing tools and mechanism for effective and efficient implementation of programme activities. • Provide logistic and administrative support to the programme team and FAST project in travel requisitions and claims. • Provide support on all logistic, administrative and financial arrangement required for programme events including training, meetings, workshops, field works of programme team. • Assist M&E team in maintaining data project/programme document including report and minute writing • Aware and ensure related operational activities comply with security and safety guideline, procedure, and requirement • As part of on-going activities, contribute to monitoring, assessing, and reporting of safeguarding risk or cases to line manager or focal point of contact for SHEA and Safeguarding.		
Monitoring, Reporting and Knowledge management	• Assist Women's Rights Specialist in compiling relevant information and data for different stakeholder reporting including donors, government etc. • Assist M&E team in field work including field monitoring, data collection, and documentation of learning when needed support as team. • Assist programme team in organizing learning event for partners and programme team. • Assist programme team in documenting learning and reflection event. • Assist programme team in sharing knowledge management and sharing with the rest of organization and partners.		

Budget and Finance	• Assist programme team in preparing department budget. • Support the programme team in the financial management of the project.
Others	• Other related tasks as required by the Women's Specialist, the Programme and Business Development Lead and the Country Director • The position holder fully adheres to and comply with ActionAid Code of Conduct and SHEA and Safeguarding policies both on-duty and off-duty.

Key Relationships to reach solutions	
<i>Internal (to ActionAid or team)</i>	<i>External</i>
Programme and Business Development Lead and Programme Team	Relevant Communication Stakeholders nation, regional and international
Programme Quality, Communication, Fundraising and Sponsorship	
Partner organization and Communities	
Human Resource Department, Admin and Finance Department	
Person Specification	
Education & Certifications	• At least associate/vocational or equivalent degree in Business or Public Administration is required. University degree on the above field is preferred.
Essential Experience Knowledge and Skills	• At least 2 years of working experience with administrative tasks • Experience in administrative support of development program me/project and M&E. • Experience in report writing, case study or story of change and data management is an advantage. • High proficiency English and Khmer (both speaking and writing) • Good digital and computer literacy on MS Word, Excel, MS teams, Zoom etc.
Desirable Knowledge, Experience and Skills	• Experience in knowledge management is an advantage • Experience in research study, baseline, evaluation is an advantage. • Organizational thinking and prioritizing skill • Good presentation and public speaking skill
Personal Qualities	• Creative and innovative • Outgoing person, passion to share, proactive, and responsive • Demonstrate understanding and commitment to shared values of the organization; mutual respect, equality and justice; honesty and transparency; solidarity with the poor and marginalized people • Attitude to work in the poverty and social justice sector • Able to meet deadlines with minimum supervision • Gender sensitive with high personal integrity • Child, HIV/AIDs and people with disability sensitive

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 ActionAid International's mission and comply with ActionAid International's values, which are: *Mutual respect, Equity and justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility including but not limited to SHEA and Safeguarding policies, Anti-slavery and human trafficking policy as well as AA Code of Conduct.*

Prepared by:

Signature

Date:

Line Manager

Reviewed by:

Signature

Date:

People and Culture

Approved by:

Signature

Date:

Country Director

Accepted by:

Signature

Date:

Name of Staff