

ACTIONAID CAMBODIA

Terms of Reference - Admin Intern

ROLE OVERVIEW

Administrative intern will be based in Phnom Penh mostly (periodical travel to the field when necessary) and will work with all staff in the finance and administration department (especially with administrative function) as well as other staff member to provide administrative support related to admin works and to ensure good flow of paper work and documentation as per the assigned task. The Admin Intern will report to Admin Officer in daily work including work plan arrangement and other management related to intern entitlement including leave authorization etc.

DELIVERABLE:

The Admin intern will provide daily support to Admin function of finance & admin department on admin related tasks and receive leaning opportunity. Intern will provide the summary of support provided during the month and key learned on area related to administrative management at the month-end.

KEY TASKS

1. Keep record and deliver incoming and outgoing mail and documents
2. Assist in maintaining the employee bulletin board, the pigeon box, daily travel and staff schedule boards
3. Answers incoming calls and make outgoing calls, copy and scan document as per request.
4. Assist in follow up with suppliers related procurement as per request.
5. Provide support to petty cash disbursement when admin assistant and admin officer is on leave or mission.
6. Assist in maintaining logbook for usage of office equipment (copy machine, phone, Stationary.....)
7. Assist in preparing payment request for monthly regular office expenditure as request from admin officer from time to time.
8. Assist in maintaining office supplies and stationeries.
9. Assist in local and international travel arrangement
10. Maintain office reception areas
11. Welcomes and direct visitors/guests
12. Arrange for booking meeting room, snacks and borrowing asset form for staffs
13. Assist in translating English-Khmer-English and typing as a document as required
14. Assist in maintaining filling of administration documentations.
15. Provide logistic support for workshop/meeting/ conference as needed
16. Perform other administration duties as required by line manager

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
- Experience in volunteering work with NGO is an advantage
- Ability to use English for basic communication related to the job
- Approachable and friendly in entertaining visitors and guests
- Skills in answering calls (Ethics in using telephone), and records management skills.
- Skills in using copying and facsimile machines.
- Excellent in negotiation and communication skills, proven ability to be flexible and work to deadlines
- Well-organized, very respectful and non-discriminatory;
- Ability to manage confidential information; and ability to work under pressure.
- Respectful, proactive, and committed to the shared values of the organization: mutual respect; equity and justice; honesty and transparency; solidarity with poor and marginalized people; courage of conviction; and humility
- Good communication and interpersonal skills
- A committed, supportive and highly responsible person.
- Gender and HIV/AIDS sensitive.
- Positive attitude towards learning and sharing

The Interns will receive honorarium in amount of USD 150 and is entitled to Annual Leave and Sick leave. Interns shall receive per diems and travel expenses for approved travels to undertake ActionAid Cambodia activities, as per ActionAid Cambodia Policy. In recognition of the Interns' contribution to ActionAid, the intern will receive a certificate from ActionAid after their term finishes.

It is part of every staff member's responsibility and Intern to contribute to AAI's mission and comply to AAI's values, policies and principles including but not limited Safeguarding policies, security management plan, IT policy, Digital and Data management and Security Guideline.

Intern's signature:

Line Manager's signature:

Date: _____

Date: _____

Head of HROD's signature:

Date: _____