



together with

Heart to Heart Foundation  
Cambodia

Heart to Heart Foundation is Seoul-based Korean NGO, founded in March 1988. Under the vision of 'Ending Avoidable Blindness by Establishing Comprehensive and Sustainable Eye Healthcare System' in country, it has concentrated its efforts in cooperation with local partners since 2009.

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## JOB DESCRIPTION

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### **POST TITLE : ADMINISTRATIVE ASSISTANT**

#### **JOB SUMMARY**

Administrative assistant will be basically assisting administrative task in the office and coordination of Vision center establishment, outreach projects for eye-care service and training of health worker in Sotnikum, Kralan and Angkor Chum OD in Siem Reap.

#### **SPECIFIC AREAS OF RESPONSIBILITY**

- **Administrative Task**

- Work on various type of administrative task to support smooth management of the office such as Translation(Khmer<-> English), purchase request
- Assist Program Manager to carry out projects

- **Documentation and Reports**

- Write reports requested by the team, with specific explanation provided

- **Communication**

- Contact stakeholders of program such as local authority, medical personnel in the OD
- Communicate with stakeholders to assist progress of projects

#### **EDUCATION / QUALIFICATIONS**

- Relevant degree or equivalent experience

#### **EXPERIENCE AND SKILLS**

- **Essential**

- More than 1 year of practical work experience at NGO, preferably related to health care
- Experience of administrative task
- Excellent verbal and writing skills in English

- Excellent computer skills(MS Office, Excel, Power Point)
- Good diplomatic skills and high levels of tact and patience with excellent communication skills to work with stakeholders
- Ability to organize own work, and to manage time and resources effectively
- Able to deal with deadlines effectively
- Team player

▪ **Desirable**

- Awareness of eye-care system and related National Strategy of Cambodia
- Great flexibility, tolerance and sense of humor and a high level of team spirit and support
- Knowledge on Korean

**ADDITIONAL JOB RESPONSIBILITIES**

The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience

**WORKING CONDITIONS**

- 8:00am~17:00pm (Monday- Friday)
- Lunch time 12:00~13:00

**HOW TO APPLY**

- Submit a motivation letter and CV to [jly2@heart-heart.org](mailto:jly2@heart-heart.org) by no later than 23, Oct 2015
- Put post title(PA) on the title of email
- Present salary expectation
- Only short-listed for interview will be contacted

**DATE:** 23/10/2015

**LOCATION:** Siem Reap, Cambodia

**CONTACT US**

- Tel: (855)069 546 075
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