

## Job Description

<b>Job Title:</b>	Administration and IT Officer
<b>Line Manager:</b>	Finance, Administration and HR Manager (FAHM)
<b>Report to:</b>	FAHM
<b>Office:</b>	Forum Syd Cambodia Office

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### JOB PURPOSE

The Administration and IT officer reports directly to FAHM. He/she is responsible for the day-to-day office administration and IT work; and perform other tasks as requested by line manager.

### DUTIES AND RESPONSIBILITIES

#### Administration work:

- Agenda and timetable: Organise and make appointments, keep office schedule updated, support in arrangement for meeting, workshop, reception, and bookings.
- Office organisation and maintenance: Work closely with team to ensure that the office and office space is well organized and tidy, appliances are maintained, office stock is monitored, vehicles are maintained.
- Secretarial tasks, such as taking notes of meetings, typing, copying, scanning letters and documents, Manage, renew insurances.
- Filing: Manage and maintain electronic and hard filing system and documentation, organise and deliver in-coming and out-going letters.
- Translation: Translate verbally for Country Manager from Khmer into English during meetings and field visits, and written translation of documents from English into Khmer and vice versa.
- Public relations: Maintain good communication and support relationships with relevant stakeholders, including government and donors, and with Forum Syd head office.
- Support in paperwork for MoU renewal

#### IT work:

- Handle daily IT maintenance and trouble-shooting, including server / internet / intranet / facebook, email, website, and other internal systems.
  - Responsible for supporting team's Forum Syd's email addresses and IT needs, as well as configuring TCP/IP on clients' PC and file/folder permission for users.
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- Coordinate IT work and communicate with Forum Syd Head Office to update information and seek for advice in relation to IT work/system and website management.
- Regular Back up of data and safeguard of backed-up data.
- Work closely with Communication Officer on website update and maintenance.
- Set up system for online meeting and conference (via Skype and split system).
- Install, configure and maintain wireless router, relevant software, and share printer, scanner and other office equipment.

#### **Procurement work:**

- Seek/collect quotations for purchase in line with Forum Syd policies.
- Verify / test delivery goods.
- Assist in processing purchase order after getting approval from management team.
- Assist in procurement contract, contact supplier, and collect all necessary information related to procurement to support decision making,
- Assist in follow up with the supplier to ensure the arrangement is always done on time and as per agreement.

#### **Asset / equipment control work:**

- Maintain and update asset/office equipment list.
- Conduct asset/equipment inspection twice a year.
- Ensure communications with Forum Syd Head Office in relation to asking for asset code, verifying and updating asset report in consultation with FAHM.

#### **Staff supervision and support**

- Supervise and provide backup support to office support staff (cleaner, driver, guard)

#### **REQUIREMENTS**

- Minimum Bachelor's degree in management or economics or business administration.
- Knowledge in IT is an asset.
- 3 years working experience in a similar position, knowledge and skills in office administration and IT (art work/lay out for ICT/leaflet, computer network, maintenance, website, other social media, etc).
- Proficient in English language in writing, verbal communications and interpretation.
- Competent working with Microsoft office, internet and email.
- Able to travel and stay away from home during field work.
- Reliability, trustworthy, integrity, and honesty.
- Excellent team spirit and able to work in a multi-cultural environment.
- Remain flexible, able to work under pressure and meet strict deadlines.
- Keen to learn and constantly develop personal capacities and skills.
- Respect and adhere to Forum Syd's value, policies and guidelines.