



សម្ព័ន្ធតារកង្វើម្បីអភិរក្សធនធានជលផល

Fisheries Action Coalition Team

Vacancy Position: Clerk

Fisheries Action Coalition Team (FACT) is a coalition of both international and national NGOs, working on fisheries and natural resources, especially to protect the rights of fishers to resources for livelihoods through out Cambodia. Since 2009, FACT has been working in three main targeted regions in Cambodia—Tonle Sap, Mekong and Coastal Regions. In coastal Program, FACT looks for a Cambodian National to fulfill the position of **Clerk** based in Phnom Penh, with frequent travels to provincial offices where FACT is working.

Qualifications:

- Can be a third year student or graduate in business administration
- At least 2 years experience
- Hard working, hold driving, honest and adaptive
- Good in verbal in English, MS (Word / Excel and PowerPoint)
- Good communication skill

Major Responsibilities:

- Under direct supervision of Administrator and Admin and Finance Manager
- Assist to Filling
- Messenger
- Assist to check petty cash receipts
- Payment utilities
- Assist to Follow up market price and quotation requested
- Assist to control FACT's library
- Assist to conduct meeting or workshop logistic and liaisons
- Be patient in working as team when required

Application Procedure:

Interested candidates can post, fax or email their CVs with cover letter to FACT Office, **not later than February 10th, 2010.**"

FACT's office is located on #215, St. 150, Sangkat Teuk Laork II, Khan Toul Kork, Phnom Penh; Phone/Fax: +855 23 992 044; Email: fact@online.com.kh; web: www.fact.org.kh