



# Centre for Peace and Conflict Studies

Strategic Peacebuilding for Asia

Post Title: Administrative Assistant /Librarian  
Immediate Supervisor: Administrator/Human Resource Manager  
Duration of the Contract: 1 year (12 months)

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## **Background of CPCS**

Founded in 2008, Centre for Peace and Conflict Studies (CPCS) is a Cambodia based non-government organization, working in the field of peace building and conflict transformation in Asia. Our mission is to strengthen strategic intervention into armed conflict with the overall goal of reaching sustainable and positive peace in the Asia region.

CPCS focuses its interventions on influencing Asian peace processes, building capacities for conflict analysis and conflict intervention strategies and influencing theory, policy and practice through research and publications.

CPCS is committed to investing in peace leaders, within our programs as well as within our teams. As a values-based organisation, our approach to peace building is rooted in five core values:

- Grounded
- Excellence
- Trust
- Courageous
- Continued learning

## **Description of duties**

Under the direct supervision of the Administrator/Human Resource Manager and overall supervision of Administrative and Finance Coordinator, the Administrative Assistant will provide overall administrative and office support to the organization, make sure that the day-to day office task are done accordingly and to facilitate the efficient operation of the organization.

## **Main Tasks and Responsibilities:**

- Provides overall administrative support to the Administrator/Human Resource Manager.
- Management of office stationaries including distribution as required by staff and keeping a log of distribution.
- Screens and logs all incoming and outgoing documents, parcel and postage and submit a monthly summary report to the Admin/Human Resource Manager.

[www.centrepeaceconflictstudies.org](http://www.centrepeaceconflictstudies.org)



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- Administrative support during conferences, workshops, meetings and trainings. Serve as the Secretariat;
- Assist the Program Team in buying supplies, photocopying all related materials needed for trainings, meetings and conferences;
- Arrange vehicle transportation for guests if necessary;
- Maintain a record of taxi companies and suppliers;
- Maintenance of filing system-ensuring safekeeping of confidential materials.
- Support in the procurement process including preparation of receipts of quotation for vendors.
- Assist in hosting guests, airport pick up if necessary.
- Assist in supervising the maintenance of the CPCS buildings' cleanliness.
- Responsible for providing library services to Staff, ACTS Students and guests.
- Maintain and update inventory of publications and library system.
- Ensure all the publications are recorded.
- Perform any other duties assigned by the Administrator/Human Resource Manager and Administrative/Finance Coordinator.

### Required Qualifications and Skills:

- **Education:** Bachelor's degree in Business Administration or any other related field is an advantage.
- **Work Experience:** At least four (4) years practical experience in executing tasks similar to those described above; ideally experience working with a Non-Governmental Organisation (NGO) in Asia.
- **Organizational Skills:** Must be highly motivated, hard working, well organized and detail-oriented. Demonstrated commitment to excellence. Ability to meet short and long term deadlines without direct supervision.
- **Communication Skills:** Articulate and tactful oral and written communication skills with a strong command of English. Ability to adapt communication according to audience and to distill complex concepts into concise messages.
- **Required Disposition:** Demonstrated interpersonal and negotiation skills; and experience in multicultural settings is advantageous. Should have high level of emotional intelligence and the ability to adapt cross-cultural settings, including working within multiple cultural contexts simultaneously.
- **Flexibility:** Ability to react and adapt quickly to unexpected changes, and ready to anticipate problems and provide creative solutions to challenging situations. Flexibility must also be applied to work in multicultural teams, respecting cultural,



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religious, and national diversity.

- **Information Technology:** Proficient in information technology, particularly Microsoft Office: Word, Excel, Power Point, Internet access and other Internet applications.
- **Confidentiality:** Protect the organization and its operations by ensuring the confidentiality of sensitive information.

**This position is based in Siem Reap, Cambodia with occasional travel in the region.**

The successful candidate will embody CPCS's values, and compliment the program team. ***Preference is given to candidates from Asia.***

Applicants should send their Curriculum Vitae, Motivation Letter and three (3) References to Ms Desiree Joy Granil, Administrator/Human Resource Manager at [desiree.cpcs@gmail.com](mailto:desiree.cpcs@gmail.com). **The deadline for applications is on 21<sup>st</sup> October 2015.**

Short-listed candidates will undergo a panel interview.