



CENTRE FOR PEACE &
CONFLICT STUDIES

Leadership and Facilitation for Positive Peace in Asia

Announcement of Job Opening – Administrative and Finance Assistant

The Centre for Peace and Conflict Studies (CPCS) is seeking an organised, detail-oriented and passionate **Administrative and Finance Assistant**. This vital role ensures CPCS's effectiveness by providing essential support across administration, logistics, procurement, and finance. This position helps CPCS teams manage events, supplies, suppliers, financial documentation, and day-to-day operations efficiently and accurately.

About CPCS

The Centre for Peace and Conflict Studies (CPCS) is a Cambodia-registered, regionally focused NGO advancing **peacebuilding and conflict transformation in Asia**. CPCS works to influence conflict dynamics and address the structural and systemic causes of conflict through accompaniment, investment in key people, and practical conflict transformation approaches.

CPCS's work is grounded in **ongoing conflict analysis, stakeholder engagement, facilitation, dialogue, generative listening, and collaborative action**. Working in this way supports **new thinking, relationships, and collaborative** action that strengthen peacebuilding. Through **networking**, CPCS connects with peacebuilding experience across Asia, bringing forward **uniquely Asian approaches to conflict transformation**. Together, these efforts enable CPCS to influence conflict dynamics, facilitate transformative dialogue, and develop and share Asian-led approaches and practices.

CPCS is a value-driven organization; these core values guide our interventions, partnerships, and culture. Our values are:

- **Grounded:** We are committed to mindful interventions into violent conflict. We design conflict transformation initiatives rooted in critical and on-going analysis.
- **Excellence:** We are committed to outstanding work. We challenge ourselves and each other to on-going improvement in our work.
- **Trust:** We create and nurture relationships with our partners and each other that are honest, generous, and respectful. We practice humility, empathy, and solidarity. We value diversity.
- **Courageous:** We embrace challenges, are innovative, persevere and push boundaries. We support and encourage others and ourselves to take leadership and initiative.
- **Continued Learning:** We critically reflect on our work and act on our learning to adapt our approaches, programmes, and goals. We share our learning and learn from the approaches and experiences of others.

About the Position

The Administrative and Finance Assistant supports the day-to-day administrative, logistical, and finance work to ensure the smooth and efficient operation of CPCS. The position works closely with the Admin and HR Coordinator and with the Finance Manager and supports Peace teams with administrative and financial requirements.



Expected Duties and Responsibilities

- Support the execution of administrative, logistical, and financial support for intervention programs and organisational events.
- Support procurement processes and maintain related documentation and administrative files.
- Review staff liquidations, reimbursements, and advance settlements for completeness and accuracy before submission to the Senior Finance Officer to prepare finance voucher.
- Maintain the monthly cashbook and relevant tax records.
- Assist with guest reception, airport transfers, transportation, and other logistical arrangements.
- Assist in the Cash on Hand disbursements, expense recording, and cash balance updates.
- Manage office stationery, supplies, inventory, and supplier records.
- Assist in supervising the maintenance of the CPCS office's cleanliness.
- Perform other duties assigned by the Admin and HR Coordinator and Finance Manager.

Qualifications:

- **Education:** Bachelor's degree in business administration, major in Accounting and Finance.
- **Experience:** At least two (2) years of practical experience in executing tasks like those described above. Knowledge and skills in accounting, financial documentation, procurement, and administrative procedures. Role may include travel, valid travel documents and experience of working with a Non-Governmental Organisation (NGO) in Asia or other international setting is a bonus.
- **Values Alignment:** It is essential that the candidate have a strong sense of personal values and principles, which align with CPCS values and ethos.

Skills & Attributes:

- **Required Disposition:** Proactive, 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. Ability to adapt and react quickly to unexpected changes.
- **Organizational Skills:** Must be highly motivated, hardworking, well organized and detail oriented. Demonstrated commitment to excellence. Ability to work under pressure and meet short- and long-term deadline. Demonstrated experience in coordinating large events, workshops and conferences.
- **Interpersonal Skills:** Ability to develop and manage strong relationships with multiple stakeholders.
- **Communication Skills:** Articulate and tactful oral and written communication skills with a strong command of English.
- **Confidentiality:** Protects the organization and its operations by ensuring the confidentiality of sensitive information.



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This position is full time, and based in Siem Reap, Cambodia. Compensation package includes salary (less Cambodia withholding taxes), seniority pay, NSSF, health insurance, and Khmer workbook. Salary is commensurate with experience.

To apply, submit a **letter of motivation, CV/Resume, and three (3) reference letters**, to centrepeaceconflictstudies@gmail.com

Deadline to apply is **September 30, 2026 at 5:00pm Cambodia time**.
Only short-listed candidates will be contacted for interviews.