



ANNOUNCEMENT
Service Provider to HR and Administration Unit

Cambodia Development Resource Institute (CDRI), Cambodia's leading independent development policy research institute, is seeking to recruit one **Full-time Service Provider** for a **Four-month** period, which is renewable, to assist in the HR and administration unit. The Service Provider will serve as an Admin Assistant to provide administrative and office support activities and report directly to the Senior HR and Administrative Offer.

Minimum Qualifications:

- Bachelor degree in business management, public administration or related field
- At least one years working experience in administration
- Basic understanding of accounting, computer literacy including MS. Excel and MS. Access
- Good communication skills in English, both oral and written
- Willingness to learn and undertake a variety of duties as required by the Senior HR and Administrative Offer
- Positive attitudes, commitment, and ability to work in team and independently
- Ability to use Microsoft office applications (Words, Excel, and Outlook), and SPSS and other analytical packages
- Commitment to work in this position for a minimum of four months.

Interested applicants are invited to submit Curriculum Vitae and a cover letter stating motivation and qualification to HR and Administration Department of CDRI via hr@cdri.org.kh or hard copy at CDRI office address: #56, Street 315, Tuol Kork, Phnom Penh. For further details about CDRI, please refer to the CDRI website: <http://www.cdri.org.kh>. Deadline of application is **29 April 2019**.

Female applicants and applicants with disability are particularly encouraged to apply.
Only short-listed candidates will be notified.