

## JOB DESCRIPTION: Administration Officer

### PART A: General Information

<b>Position title:</b>	Administration Officer
<b>Job grade:</b>	3 (Coordinator)
<b>Place:</b>	Phnom Penh, Cambodia
<b>Responsible to:</b>	Senior Finance & Operations Coordinator
<b>Assisted by:</b>	Operations team

### PART B: About Cambodian Living Arts

Cambodian Living Arts

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

Cambodian Living Arts' mission is to be a catalyst in a vibrant arts sector, inspiring new generations. Our strategic priorities for 2026-2030 are:

1. To strengthen the quality of contemporary Cambodian arts development
2. To build the capacity of individual artists, cultural practitioners, and grassroots cultural organizations, and contribute to their operational sustainability.
3. To amplify artists' voices especially through digital technologies, focusing on Cambodian audiences
4. To foster regional and international collaborations to strengthen the capacity of the arts sector in Cambodia.

CLA supports artists and organizations across all art forms, with a focus on strengthening and developing the broader arts sector. CLA also provides management and administrative support to selected emerging arts organizations, helping facilitate their programmatic and organizational development during agreed timelines (this is known as "fiscal sponsorship").

Our core programs include: Grants to artists (e.g. to create new work or to do community projects or to travel abroad for professional networking), scholarships to people developing their careers in the arts, and organizing performances and events in rural areas

so that more people get the chance to experience both traditional and contemporary Cambodian arts. We organize the Amatak Awards annually to celebrate all the grantees and scholarship students we collaborate with.

We are currently part of an EU-funded project on CIVIC LABOUR, in which we will be facilitating training programs to help artists and civil society workers

collaborate with each other, and in late 2026 we will be co-organizing an international arts conference in Siem Reap. There will be other projects added during the year.

Cambodian Living Arts is part of Living Arts International, which is an international NGO that believes arts are at the heart of a vital society. CLA has a sister organization, Mekong Cultural Hub, [www.mekongculturalhub.org](http://www.mekongculturalhub.org)

## PART C: Position overview

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CLA is recruiting an **Administration Officer** to support the smooth and efficient running of our daily operations. This role handles documentation, coordinates office activities, assists staff needs, and helps maintain clear communication across departments.

To succeed in this position, you should have strong communication skills and be proficient in Microsoft Office, especially Word and Excel. Previous experience as a receptionist or in administrative support is an advantage.

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### Office Administration

- Manage day-to-day office operations, supplies, stationery, and equipment.
- Maintain organized filing systems (both physical and digital).
- Handle incoming and outgoing correspondence (emails, letters, packages, and deliveries).
- Ensure office cleanliness, safety, and coordination of maintenance needs.

### Administrative and Logistics Support

- Prepare the annual ministries report (first draft).
- Manage Constant Contact updates and communication lists.
- Support visa processing and required documentation.
- Prepare and scan reports as needed.
- Assist with reconciling travel expenses for the Executive Director.
- Obtain additional quotations to comply with procurement policy.
- Lead weekly staff meetings and coordinate internal event arrangements.
- Ensure all office-related activities follow schedules and meet quality standards.
- Coordinate logistics for events, including venue booking, catering, décor, production, and equipment.

- Manage event registration, guest lists, and attendance tracking.
- Oversee event setup, on-site operations, and cleanup.
- Assist in preparing post-event reports, photo documentation, and summaries.
- Resolve issues promptly and efficiently during events.
- Provide logistical support for CLA events, festivals, school trips, and cultural delegations to Cambodia.
- Maintain weekly records of all income received by the Institutional Advancement Department.

*Note: This position may occasionally require working on weekends or evenings to support events and activities.*

## Communication & Coordination

- Serve as a key contact point between departments and external stakeholders.
- Manage phone calls, inquiries, and direct communication to the appropriate personnel.
- Coordinate travel arrangements, accommodations, and bookings when required.

## Financial & Procurement Support

- Assist in preparing purchase requests, collecting quotations, and updating inventories.
- Support basic bookkeeping tasks such as processing invoices, receipts, and petty cash tracking.

## GENERAL

- Participate in regular team meeting
- Contribute to building a positive, friendly and proactive working environment
- Assist colleagues whenever necessary

## PART E: Required skills and experience

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- Proven experience as an office administrator, office assistant or relevant role is preferred
- Very good communication and interpersonal abilities
- Familiarity with office management procedures
- Good time management skills
- Able to contribute positively as part of a team, helping out with various tasks as required
- Working English - able to read and write emails in English, and answer simple phone calls in English
- Fluent Khmer (reading, writing, speaking)

## PART F: Salary and Benefits

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<b>Starting salary:</b>	\$400-500 (NET)
<b>Salary review:</b>	Annual
<b>Probation period:</b>	3 months
<b>Contract term:</b>	Undefined duration contract
<b>Leave entitlement:</b>	18 Days Annual leave
<b>Sick Leave:</b>	10 Days per year

## **PART G: How to apply**

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To apply please send a one-page cover letter explaining why you want this job and why you are a good candidate, plus your resume, including 2 references, to [nina@cambodianlivingarts.org](mailto:nina@cambodianlivingarts.org). Only short-listed candidates will be contacted for an interview.

Closing date:  
26th December 2025