

Admin/Finance/Log/RH Coordinator - Cambodia

- Location: Phnom Penh, Cambodia
- Start Date: July 28, 2025
- Duration: 15 months, renewable

Context of the mission

Douleurs Sans Frontières is a French NGO whose mission is to **promote, lead and develop** all actions relating to the **prevention, diagnosis, treatment and management of pain, suffering and end-of-life symptoms** in vulnerable populations.

The organization has a permanent team of 12 staff based at its headquarters in Paris and operates in five countries through the engagement of 10 long-term expatriates and 50 local employees. Activities are implemented in close collaboration with local institutions, including hospitals, associations, and universities. A network of specialized health professionals—such as doctors, nurses, psychologists, and psychiatrists—contribute through voluntary expert missions, providing training and support to strengthen the organization's various programs.

The association's resources come primarily from public institutions—including the European Commission, international cooperation agencies, and the French government—as well as from public donations and corporate sponsorship.

In Cambodia, DSF implements a palliative care project for cancer patients, complemented by technical support and training provided to public hospitals and civil society partners. Funded by the French Development Agency (AFD) and individual donors over a three-year period, the project aims to foster a collective, multidisciplinary approach to improving both access to and the quality of care.

Activities and responsibilities

The Administrative, Logistics, Financial, and HR Coordinator ensures the smooth functioning of the mission's administrative operations and the efficient use of financial and human resources. Reporting to the National Director, coordinating closely with the Desk in Paris, and managing a team of five staff members, he/she is responsible for ensuring compliance with internal rules and procedures.

Key responsibilities include:

1. Accounting & Financial management

- Oversee monthly and annual accounting processes
- Manage cash flow and treasury operations
- Manage budgets: analyze expenditures and variances, ensure alignment with approved budgets, and provide recommendations in coordination with the program team
- Prepare financial reports for funding partners
- Develop budgets for new project proposals
- Contribute to the preparation of the organization's annual financial programming

2. Administrative management

- Ensure the proper use of funds in compliance with donor agreements and DSF's internal procedures
- Ensure that DSF operations comply with all applicable national laws and regulations

- Prepare financial reports for submission to local authorities
- Oversee proper archiving of financial documents and support the preparation and execution of project audits
- Manage the renewal process for Memorandums of Understanding (MoUs) with the Cambodian Ministry of Health and Ministry of Foreign Affairs
- Monitor legal matters in coordination with the legal advisor and the National Director

3. Logistics management

- Coordinate international procurement of medications in collaboration with local authorities
- Oversee and ensure compliance with the procurement process, including the preparation and verification of all related documentation
- Provide training to relevant staff on proper documentation procedures and operational processes
- Ensure proper maintenance and security of all mission equipment
- Manage inventory and logistics for equipment, vehicles, IT assets, transport, maintenance, and housekeeping

4. Human Resources

- Centralize employment contracts and manage HR data in accordance with internal HR policies
- Prepare payroll and ensure timely execution of all related payments
- Ensure awareness of and compliance with the organization's HR policies
- Oversee local recruitment processes
- Strengthen HR administrative tools and systems
- Identify training needs and contribute to the development and implementation of training plans for national staff

5. Coordination and representation

- Participate in internal coordination meetings and propose relevant adjustments to improve overall operations
- Maintain and strengthen positive working relationships and visibility with civil authorities, donors, and other humanitarian actors
- Represent the organization in inter-NGO administrative coordination forums and meetings

Requirements

- Higher education in business, management, finance, or humanitarian project administration (e.g. business school or master's degree)
- At least one previous experience in a similar position, ideally within an NGO environment
- Strong analytical skills, excellent time and priority management
- Demonstrated rigor, precision, consistency, and ability to work autonomously and proactively
- Excellent command of written communication, with the ability to produce clear, structured, and well-documented reports and procedures
- Proficient in standard IT tools and Microsoft Office (with a strong focus on Excel); knowledge of accounting software such as SAGA is an asset
- Fluency in spoken and written English is mandatory; a good level of French is required; knowledge of Khmer is an advantage
- Prior managerial experience and familiarity with Asian cultural contexts would be strong assets

Application

Contract: *Volontariat de Solidarité Internationale* (VSI) status – Monthly allowance between €1,000 and €1,300, plus a per diem of €550/month and a housing allowance of \$400. The package includes health insurance and one return flight per year to the volunteer's home country.

How to apply: Please send your application (CV and cover letter) in English or French by email to: recrutement@douleurs.org