

OUR VISION: Cambodian children empowered by education
OUR MISSION: To enable quality teaching and learning at school

Job Description

JOB TITLE	Driver and Admin Assistant
ACCOUNTABLE TO	IT and Facilities Manager
LINE MANAGEMENT	Nil
LOCATION	Kralanh office with travelling to other project areas including Siem Reap, Battambang and Oddar Meanchey provinces
EMPLOYMENT TYPE	Full-time, Unspecified Duration Contract (UDC)
START DATE	01 July 2026

About StudyBeyondBorders (SBB Cambodia)

SBB Cambodia is a non-governmental organisation registered in Cambodia and operating in rural areas of Battambang, Oddar Meanchey, and Siem Reap Provinces. The organisation is supported by a network of registered development organisations in Australia, the UK and Ireland.

Working within the government primary education system, we partner hand-in-hand with schools in northern Cambodia to champion the professional growth of teachers and school leaders. Locally driven and internationally engaged, we combine respected research with contextual wisdom to co-create relevant solutions that embed ownership directly with local educators. Together we draw on evidence to ensure students have access to quality, inclusive teaching, and learning, and to support the translation of evidence-based insights into policy and practice through advocacy. This serves to foster system-wide change, securing a brighter future for Cambodian children and their communities.

Our Transform Education Program and EPIC Research Alliance Project form the lead initiatives and are supported by our Shared Services platform, which enables all of our work. We seek to embed all our work at the school, district, provincial and national levels.

About the Applicant

Qualifications, skills, and experience – ESSENTIAL	<ul style="list-style-type: none"> ● Valid Cambodian driving license, at least type B with a clean, accident-free driving record ● Minimum 1-2 years of experience in driving, specifically including in long-distance travel and navigating difficult roads using 4x4 vehicles. ● Familiarity with local routes and traffic regulations ● Basic knowledge of vehicle maintenance (e.g., checking fluids, tire pressure, and basic troubleshooting for a modern diesel engine). ● Ability to read, write, and communicate in Khmer ● Basic computer literacy (or willingness to learn) and comfort performing office errands.
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Qualifications, skills, and experience – DESIRABLE	<ul style="list-style-type: none"> ● Safe and responsible driving skills ● Good communication ● Good organizational and time management skills ● Problem-solving skills and attention to detail ● Ability to read, write, and communicate in English (basic/limited)
Personal Characteristics	<ul style="list-style-type: none"> ● Honest and trustworthy ● Respectful and able to work well with people from diverse backgrounds ● Strong commitment to safety and organizational policies ● Courteous and good customer-service ● Calm and patient under pressure or during emergencies
Respect for SBB Cambodia Values	Active commitment to the SBB Cambodia development approach and values: - Respect Integrity Competency Courage Innovation

The Role

The Driver and Admin Assistant is responsible for providing safe, timely, and reliable transportation services for staff, visitors, and organizational materials, while also supporting daily administrative in office operations. The role ensures vehicles are well maintained, records are properly managed, and office administrative tasks are completed efficiently to support smooth office functioning.

While the key Responsibilities and Tasks assigned to this role are listed below, the Driver and Admin Assistant may also be required to address cross-cutting and emerging issues that may impact the effective operation of the organisation and its projects.

Responsibilities (R) and Tasks

R1: Transportation Support

- Be accountable for providing safe and timely transportation for staff, visitors, and materials.
- Follow traffic laws and organisational safety procedures.
- Ensure passengers' safety and comfort during travel.
- Optimise travel routes across city and provincial destinations for efficiency.
- Assist in arranging travel logistics.

R2. Vehicle Maintenance

- Conduct routine vehicle inspections and basic maintenance checks (oil levels, coolant, tire pressure, and battery health) on the assigned vehicle.
- Keep vehicles clean, fueled, and in good working conditions at all times .
- Report on mechanical repairs, upcoming scheduled service, accidents, or maintenance needs promptly to the supervisor.
- Maintain accurate vehicle logbooks, fuel records and fuel expense records.

R3. Office Administrative and Project Support

- Assist with filing, photocopying, scanning and basic document, meeting material and venue preparation.
- Receive, distribute, and deliver documents or packages as required.
- Support procurement and payment processing when assigned.
- Connect with staff or passengers where to collect and drop off follow the schedule.

- Perform other office support duties as assigned by the supervisor and/or the Senior Leader Team

Working at SBB Cambodia

The regular working week is 40 hours. Leave entitlements include 18 days annual leave, accessible on a pro-rata, pre-approved basis; up to 10 days sick leave; and scheduled Cambodian public holidays. Occasional weekend work may be required with time off in lieu.

SBB Cambodia is committed to protecting the rights of children and vulnerable people. The successful candidate will be offered the role subject to a Working with Children Check and acceptable references. They will also be asked to sign our Child and Vulnerable People Protection Policy and our Code of Conduct.

SBB Cambodia is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of ethnicity, disability, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran or any other federal, state or local protected class.

Applications

All applicants must put a standard statement in their letter of application: 'I declare that I (have/have never) been charged with child exploitation or abuse offences. The charges against me were....and the results were.....'.

Applications addressing the specific requirements in this Job Description should be submitted to HR team or 076 6666 011 and/or email to hr.cambodia@seebeyondborders.org

More Information and Enquiries

Enquiries about this role, or about SBB Cambodia as an organisation should be directed initially to hr.cambodia@seebeyondborders.org

Further information about SBB Cambodia is available at

- Web : www.seebeyondborders.org
- Facebook : www.facebook.com/SeeBeyondBorders
- LinkedIn : www.linkedin.com/company/seebeyondborders