

**Wildlife Conservation Society (WCS)
Cambodia Program**

JOB DESCRIPTION

Name :
Position : HR and Admin Officer
Project : Keo Seima Landscape
Duty Station : Senmonorom, Mondulkiri Province
Report to : Senior HR and Admin Officer

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PURPOSE OF POSITION:

This is a full-time position working in the Support Team at WCS SEN MONOROM. The incumbent will support the Senior HR & Admin Officer with all matters related to office administration, Human Resources (HR) and Information Technology (IT) at the WCS MDK office.

General Office Management & Administrative Tasks

- Support the Senior HR & Admin Officer with the smooth running of the WCS office
- Assist the Senior HR & Admin Officer with managing the security and cleaning staff at the WCS Office
- Act as the initial point of contact of all visitors to the WCS office during normal working hours. This includes manning the office telephone
- Assist with the preparation for, and running of, internal and external meetings and workshops, as directed by the Senior HR & Office Manager
- Assist with safety management within the WCS office, as directed. This includes assisting with maintaining fire fighting and first aid equipment
- Take minutes for meetings, edit them and share them, as directed

Human Resources

Under the supervision of the Senior HR & Admin Officer:

- Facilitate awareness/training of all staff on WCS HR policies and procedures at the landscape and work closely with Line Manager and HR and Admin Officer at Phnom Penh Office to ensure that all field staff members are inducted to Cambodia Country Office policies and procedures
- Facilitate performance reviews and annual performance management process at the landscape and work closely with Line Manager and HR and Admin Officer at Phnom Penh Office to ensure that performance reviews and annual performance management process are conducted regularly by supervisors
- Provide administration services in HR aspects including compensation and benefits, staff insurance, health and safety, security, contract management, monitoring of staff leave plans, filing, staff separation, etc. to ensure these are implemented effectively
- Work closely with landscape management team and HR and Admin Officer at Phnom Penh Office to ensure that all recruitment of field staff are well supported and all employment contracts and counterpart agreements of field staff and counterparts are signed
- Work closely with Line Manager and HR and Admin Officer at Phnom Penh Office to ensure that outgoing staff go through a proper exit interview including handover report with Line Manager, clearance with HR, Admin and Finance department and exit interviews completed
- Maintain HR documentation, ensuring that there is an up-to-date accurate and complete record

IT Support

- Provide basic IT support as required

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree holder in human resources management, in English or in other related fields
- 2-4 years of practical experience in the field of HR and Admin
- Good knowledge of IT is preferred
- Understanding of Cambodia labor law and other relevant laws and regulations
- Good computer skills (familiar with Microsoft Office, Khmer Unicode, E-mail, and Internet)
- Good command of English
- Ability to work under pressure and manage priorities and workloads under minimum supervision
- Willingness to learn and develop
- Hardworking, service oriented, polite and friendly

As well any and all other work assignments, duties, and/or functions as WCS or its management may designate or instruct in the course of its operation, which may include assignments, duties, and/or functions that vary from the above.