

ATTACHMENT 1 – TERMS OF REFERENCE

HR and Admin Assistant

The Wildlife Conservation Society WCS Cambodia Program

PURPOSE OF POSITION:

The HR and Admin Assistant is part of WCS Cambodia's support team and will contribute to support on all human resources and administrative aspects of office operation. S/he will work closely with HR and Admin Manager, Finance team and project staff in order to strengthen office daily operation and be sure of comprehensive support to the WCS Cambodia Program and staff.

SUPPORT TO HUMAN RESOURCES

Recruitment and Selection

- Process pre-approval forms
- Advertise jobs
- Receive job applications
- Communicate with candidates and selection panel
- Coordinate tests and interviews
- Invigilate test-taking process
- Prepare documents for interviews
- Notify both successful and unsuccessful candidates
- Assist in preparing employment contracts and government counterpart agreements
- Assist in staff orientation process

Compensation & Benefits

- Assist in staff insurance issues (Group Personal Accident, Group Hospital & Surgical & NSSF and insurance for foreign staff)
- Assist in staff's leave record administration and make sure the leave requests are in the right place
- Process monthly phone allowance for eligible staff
- Assist in preparing WCS annual holidays

Visa & Work Permits

- Assist in all necessary clearances, visas and work permits for International staff and consultants and arrange/follow up for visa, licenses and other application
- Keep track of visa and work permit extension
- Ensure that international staff and dependents and consultants are informed of visa and license renewal date on a timely manner

HR Database & HR File Management

- Assist in maintaining and updating WCS HR Database
- Assist in maintaining and updating WCS personnel files
- Maintain and update staff lists (employees, consultants, interns/volunteers and counterparts)
- Keep track on incoming and outgoing staff (staff movement)

- Assist in maintaining other HR-related documents

Support to Administration

Greeting/Receiving Guests

- Greet the visitors to the office of WCS courteously, provide them with needed information or direct them to the appropriate individuals
- Maintain orderliness and cleanliness of the reception area, making sure that this is neatly organized for use of the visitors

Telephone Management

- Operate telephone switchboard, answer telephone calls and transfer calls to appropriate individuals. Record overseas calls and fax transmission in the log book
- Maintain telephone directory and update it when required. Make sure staff contact list is updated
- Controls use of facsimile machine and printing, scanning and copying machines

Office Lease, Security, Cleanliness and Maintenance & Office Supply

- Assist in overseeing security, cleanliness and maintenance of the office space and grounds, ensuring smooth and effective running and maintaining of the office building including workplace arrangement, cleaning, maintenance, safety and security, supply of utility and other services
- Assist in preparing agreements with suppliers, house rental agreements for expatriate staff and office
- Assist in arranging temporary accommodation and housing for international staff deployed to Cambodia
- Assist in stock control of office supply, office stationery and pantry supply and stock replenishment when needed

Procurement

- Assist in the implementation of the procurement activities making sure that they are carried out in compliance with WCS policies and procedures and to provide capacity building support to staff on matters related to procurement

Fleet Management

- Provide assistance to IT & Administration Officer in the fleet of WCS vehicles including vehicle maintenance and repairs, vehicle registration and insurance, service agreements, checking vehicle log sheets and producing monthly vehicle expenses reports

Filing System

- Assist HR and Admin Officer in filing all administrative files and records

WCS Library

- Maintain reports and books published for WCS Cambodia Program
- Record all lending/photocopying of reports, papers and books from WCS library
- Report any lost or damaged reports, papers or books

Others

- Copy, print & scan HR/Admin-related documents (big amount)

QUALIFICATIONS AND EXPERIENCE:

- Bachelor’s degree holder in human resources management, in English or in other related fields
- 1-2 years of practical experience in the field of HR and Admin
- Some understanding with 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.

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