

ATTACHMENT 1 – TERMS OF REFERENCE

The Wildlife Conservation Society

WCS Cambodia Program

Name :
Title : Admin and IT Officer
Project name : Keo Seima Wildlife Sanctuary (KSWS)
Location : Mundulkiri
Reports To : Senior HR and Admin Officer

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

IT Support

- Maintain an inventory of the office IT equipment, including ancillaries, e.g., scanners, printers and video-conferencing equipment. Plan ahead for replacements as equipment reaches end of serviceable life
- Control the issue of IT to staff and maintain up to date records
- Maintain WCS authorised software applications on WCS IT equipment
- Set up and maintain any future information storage systems
- Provide IT support to meetings, events and workshops both internal and external
- Ensure that WCS Global and national IT security protocols are strictly adhered to

- Act as the initial point of contact for any IT related issues for staff in the WCS office

Human Resources

Under the supervision of the Senior HR & Admin Officer:

- Provide HR administration services including: advising staff on compensation and benefits, ensuring staff insurance is valid, managing personnel contracts and monitoring staff leave records
- Maintain HR documentation, ensuring that records are up-to-date accurate and complete. In future this may require maintaining an e-filing
- Draw up and monitor counterpart agreements
- Assist with the recruitment of new staff, as necessary
- Assist with the onboarding of new staff. Assist with clearance procedures for staff who leave WCS

Qualifications and Attributes

- Bachelor's degree holder in HR management, in English or in other related fields
- Formal qualification in IT management
- 2-4 years of practical experience in the field of HR and Admin & IT
- Good understanding of Cambodia labor law and other relevant laws and regulations
- Good command of written and spoken English
- Organized, flexible and happy to work without close 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.

Work Schedule 5 days a week.

Other Points. Preference will be given to suitably qualified candidates who live in Mundulkiri.