

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

JOB DESCRIPTION

Name :
Position : Senior HR and Admin Officer
Project : Keo Seima Wildlife Sanctuary (KSWS)
Duty Station : Mondulkiri
Report to : Operations Manager (Senmonorom)
cc HR and Admin Manager (Phnom Penh)

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PURPOSE OF POSITION:

The Senior HR and Admin Officer will be a focal person in supporting the landscape team on all matters related to office administration, Information Technology (IT), office security, and health & safety.

In addition, s/he will be responsible for providing a high quality and professional human resources service through the effective administration of human resources system, policies and procedures including recruitment and selection, compensation and benefits, health and safety, training and development.

Administrative Tasks

- Be responsible for administrative matters in the MDK office and make sure that all staff understand the administration systems, policies and procedures of the organization.
- Facilitate all correspondence and official documents in/out of the WCS office, to/from government agencies and other organizations.
- Provide IT support function in the WCS Senmonorom Office – trouble-shooting IT issues, maintaining IT hardware (laptops, desktops, monitors, printers etc.) and coordinating on IT issues with IT and Admin Officer in the WCS Phnom Penh Office.
- Coordinate and assist with organizing travel and accommodation for donors, study tour groups etc. visiting project sites.
- Arrange for meetings/workshops with Government department and agencies, donors and other partner organizations.
- Minute writer for workshops, meetings and training events;
- Assist with producing (writing, editing, printing etc.) progress reports and submit for review of supervisors.
- Staff liaison role – i.e. sending out general emails to all MDK staff, alerting them to key upcoming dates in the diary – via email and Telegram as well.
- Submit finance requests to the Finance team as and when is required, working with Finance personnel in MDK and Phnom Penh.
- Support the office procurement process, working with Procurement staff in MDK and Phnom Penh.
- Leave management and time sheet collection:
 - Maintain and update staff leave records
 - Collect monthly staff time sheets and government counterpart's time sheets and work diaries and data entry
- Work with Line Manager to arrange workstation and all necessary procedures for new staff within the landscape.
- Translation services as required by landscape manager and other senior management staff.

- Liaison and networking role, representing WCS with all partners and stakeholder in the landscape.

Office Security and Health & Safety Officer

- Oversee all matters concerning the security of the WCS office in Senmonorom including security cameras, managing all office security-related staff, following security Standard Operating Procedures (SOPs).
- Maintain and improve the fire protection system, including making sure fire-safety equipment is available and that new staff are appropriately trained in using it.
- Ensure that all fire-safety equipment/elements are in good condition and checked/tested regularly.
- Maintain WCS office and mobile medical kits/boxes – checking expiry dates of medicines etc.
- Acting as Office Health & Safety Officer – maintaining record of staff First Aid Training – ensuring that all WCS staff have annual training/refresher training in First Aid.

Human Resources

- Facilitate awareness/training of all staff on WCS HR policies and procedures in the landscape and work closely with 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 HR and Admin Officer in 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 Office in Phnom Penh Office to ensure that recruitment of local staff is well supported and that all employment contracts and counterpart agreements of field staff and counterparts are signed.
- Facilitate on-boarding of newly hired WCS staff, working closely with the operations management team and HR and Admin Office in Phnom Penh.
- Work closely with HR and Admin Officer in 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.

Other tasks

- Ad hoc tasks may be assigned by Operations Manager or Landscape Manager, particularly in respect of HR & Admin support.

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 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