

## Habitat for Humanity International in Cambodia Job Description

<b>Title:</b>	HR Specialist	<b>Department name:</b>	HR Department
<b>Reports to Title:</b>	Senior Manager – Support Services	<b>Cross-functional Reporting:</b>	None
<b>Location:</b>	Phnom Penh	<b>Job Grade:</b>	
<b>Direct reports: List titles (or none)</b>	1 – HR Officer		

### Position Summary:

This position is primarily responsible for developing and implementing programs for staff growth and development, contributing to the organization's efficiency and effectiveness. This position will also support Habitat Cambodia in other key areas of the employee life cycle, including but not limited to recruitment, compensation and benefits management, performance management, and staff development, ensuring compliance with Cambodian Labor Law and HFHC's internal policies.

### Key Objectives:

- Identify appropriate training programs that connect employees with organization's goals and objectives.
- Facilitate recruitment of the most suitable candidates for the effective implementation and operations of Habitat Cambodia's plans and activities.
- Ensure proper administration of compensation and benefits in compliance with the Cambodian Labor Laws and HFHC policies.

### Main Tasks:

1. Support the Support Services Senior Manager in the development, implementation, and monitoring of the HFHC HR Strategy
2. Contribute to the development of HR Annual objectives and plans.
3. Facilitate end-to-end recruitment of personnel to support the needs of Cambodia's programs and operations.
4. Support the review, improvement, development, communication, and implementation of policies per the National Personnel Manual to ensure compliance with the Cambodian Labor Law and HFHI's policies.
5. Lead and implement HFHC's Performance Management system.
6. In coordination with AP HR, identify the training needs of HFHC staff, facilitate and monitor the progress of staff development consistent with the Annual Training Plan.
7. Facilitate and lead workshops, such as team building and other learning events.
8. Ensure proper administration of salaries and staff benefits.
9. Represent HFHC in networking groups or government agencies, when necessary.
10. Coordinate with HFHI Asia Pacific Offices for any HR-related requirements and inquiries
11. Coordinate with HFHC's relevant stakeholders, when required.

**Success Criteria:**

- Appropriate training programs that connect employees with organization’s goals and objectives are identified, developed, implemented, monitored and reported.
- Successful recruitment of the most suitable candidates for the effective implementation and operations of Habitat Cambodia’s plans and activities.
- Proper administration of compensation and benefits in compliance with the Cambodian Labor Laws and HFHC policies.
- Preparation and timely submission of Monitoring Progress Report on Performance Management System by the 15th of February and 15th of August.
- Preparation and submission of Monthly Progress Reports on Staffs’ Employment Contract and Payroll by the 20th of each month.

**Typical Training & Experience**

(Education, and Experience - briefly describe the **minimum** education and/or experience required)

**Required Knowledge & Expertise**

(Competencies and other specifics related to this role and level required)

**Education:**

- Degree in Human Resources, Psychology, Business Administration or related.

**Experience:**

- At least five years’ experience with previous work experience in the humanitarian/development sector.

**Preferred – in addition to minimum:**

- Ability and willingness to work a flexible schedule.
- Proficiency in e-mail, internet, Microsoft Word, Excel and SharePoint.
- A master’s degree in a relevant field is preferred.

**Competencies:**

- Basic understanding of logical framework, budget creation and reporting.
- Fluency in English (written and verbal).
- Excellent management and interpersonal skills.
- Proven knowledge and understanding of HR technical areas and the Cambodian Labor Laws
- Successful experience in coordinating the institutional capacity building and training staff in the implementation of Performance Management systems.
- Excellent written and verbal communication skills in English and Khmer are required, demonstrating sharp critical thinking, presentation skills and problem-solving abilities.
- Demonstration of superb organization skills, and attention to detail.
- Strong people management skills; able to work across departments, cultures, and contexts to build consensus and coordinated action.
- Uphold and fully commit to Habitat for Humanity Vision, Mission, and Values.

<p><b>Values and Safeguarding</b></p>	<ul style="list-style-type: none"> <li>• <b>Active support of HFHI Values:</b> <ul style="list-style-type: none"> <li>○ <b>Humility</b> – We are part of something bigger than ourselves</li> <li>○ <b>Courage</b> – We do what’s right, even when it is difficult or unpopular</li> <li>○ <b>Accountability</b> – We take personal responsibility for Habitat’s mission</li> </ul> </li> <li>• <b>Safeguarding:</b> HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity’s code of conduct.</li> </ul>
<p><b>Authorities and Authority Limits:</b></p> <ul style="list-style-type: none"> <li>• Assign HR &amp; Admin assets to the relevant staff as needed</li> <li>• Provide Habitat Cambodia’s information to relevant stakeholders.</li> </ul>	
<p><b>Working Conditions and Requirements:</b></p> <p>Travel Expectations: International: Domestic:                      Percent of time spent traveling: <u>30</u> %</p> <p>Will the individual in this role typically work with children or HFH beneficiaries: Yes ( <input type="checkbox"/> )      No ( <input type="checkbox"/> )</p>	
<p><b>Form Submitted by:</b></p> <p>Finn Payne</p>	<p><b>Date:</b></p> <p>17 September 2021</p>