



JOB ANNOUNCEMENT

Senior Human Resource and Admin Manager

Habitat for Humanity Cambodia is part of Habitat for Humanity International and began operations in 2003. We work with diverse international and local non-governmental organizations, microfinance institutions, corporate partners, and local and national authorities to build a better life through safe and affordable homes.

Habitat Cambodia provides technical expertise, including safe and affordable house designs, water and sanitation programs, an innovative approach to housing combining market development, housing finance, and housing support services; advocacy for secure land tenure; and pro-poor housing solutions 2003. Habitat Cambodia takes a holistic approach with partners to help informal settlers gain access to secure terms under the local government's social land concession scheme. Technical expertise is provided to micro-finance institutions and low-income families by constructing good-quality and affordable homes.

Since 2003, Habitat Cambodia has served more than 118,059 families to improve their living conditions through housing interventions, WASH facilities, community development programs, and partnerships with microfinance institutions in the provinces of Phnom Penh, Siem Reap, Kandal, Svay Rieng, Preah Vihear, Kampot, Tboung Khmum, Kampong Cham and Battambang.

Position Summary:

The Senior HR and Admin Manager serves a generalist role in providing leadership and integrated HR and technical and operational support in various HR key areas of the employee life cycle based in Habitat Cambodia – i.e., recruitment, compensation and benefits management, performance management, staff development and organizational development ensuring compliance with Cambodian Labor Law and Habitat Cambodia's internal policies. Concurrently, this position will also serve as the Mekong Hub HR Lead and will lead the development and implementation of HR/LOD strategic and business plans of Mekong Hub through close collaboration with the Mekong Hub leadership team and Asia Pacific HR/LOD. The position serves as HR Business Partner to the MH countries.

Main Tasks:

Habitat Cambodia's Human Resource and Administrative functions – 50%

- Lead the development, implementation, and monitoring of the Habitat Cambodia HR Strategy
- Contribute to the development of HR Annual objectives and plans.

- Facilitate end-to-end recruitment of personnel to support the needs of Cambodia's programs and operations.
- 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.
- Lead and implement Habitat Cambodia's Performance Management system.
- In coordination with AP HR, identify the training needs of Habitat Cambodia staff, and facilitate and monitor the progress of staff development consistent with the Annual Training Plan.
- Facilitate and lead workshops, such as team building and other learning events.
- Ensure proper administration of salaries and staff benefits.
- Represent HFHC in networking groups or government agencies, when necessary.
- Coordinate with Habitat Cambodia's relevant stakeholders, when required.

Mekong Hub HR Lead – 50%

- As part of the MH leadership team, serve as strategic business partner to the Hub leaders, contribute to strategic discussions, and participate in management decisions.
- Support and contribute to the development and implementation of HR/LOD strategic and business plans of Mekong Hub countries, ensuring alignment within Global People Strategy and HFHI standards. Provide advice to hub and country leaders.
- Work with MH country HR leads and AP HR's centers of expertise on the end-to-end employee life cycle of HFHI Mekong Hub staff.
- Provide oversight and support to MH countries in developing, implementing, and monitoring HR plans, policies, procedures, salary scales, and budgets. Ensure alignment with local laws and HFHI standards and practices.
- Drive and support the implementation of robust talent management system and practices within the hub in collaboration and coordination with AP HR's centers of expertise and subject matter experts.
- Coordinate and collaborate with HFHI Asia Pacific Offices for any HR-related requirements and inquiries

Success Criteria:

- Development, implementation and monitoring of Habitat Cambodia and MH HR business plans
- Effective and timely implementation of Performance Management System
- Compliance of HR policies and practices to local labor law and HFHI standards.
- Employee contracts are active and valid, and renewed on a timely basis.
- Timely and effective administration of employee pay and benefits
- Successful development and implementation of talent management programs from pre-recruitment to off-boarding
- Installation of succession plan in Habitat Cambodia.

Key Requirements:

Education:

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

Experience:

- At least five years' experience in HR/LOD in a generalist or specialist role, two of which in a management capacity
- Experience in total rewards and/or HR back-office operations
- Extensive experience in talent management and/or organizational development

Minimum:

- Excellent management and interpersonal skills. Ability to able to work across departments, cultures, and contexts to build consensus and coordinated action.
- Proven knowledge and understanding of HR technical areas and the Cambodian Labor Laws
- 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.
- Ability to lead and influence others.

Preferred – in addition to minimum:

- A master's degree in a relevant field is preferred.
- Has experience working with international or intercultural organizations or iNGO
- Ability and willingness to work in a flexible schedule.
- Proficiency in e-mail, internet, Microsoft Word, Excel and SharePoint.
- Experience or exposure in other Asia Pacific labor markets
- Workforce planning
- Succession management

Active Support of HFHI Values

- **Humility** – We are part of something bigger than ourselves
- **Courage** – We do what's right, even when it is difficult or unpopular
- **Accountability** – We take personal responsibility for Habitat's mission

Safeguarding:

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.

How to Apply:

Interested candidates should apply with a completed **Application Form, updated CV**, and **Cover Letter** (Do NOT attach other documents) mentioning the position title in the subject line of the e-mail to Human Resources Unit, Habitat Cambodia, through e-mail:

job@habitatcambodia.org by 5 PM on November 25, 2022.

Females and people with a disability are strongly encouraged to apply.

About Habitat for Humanity

[Habitat for Humanity](#), founded in 1976, is a global, Christian-based nonprofit organization that grew out of an intentionally multi-racial community in rural Georgia. Seeking to put God's love into action, Habitat brings together people of all faiths and people of no faith to build homes, communities and hope. Working alongside each other, we help families and individuals build and improve places to call home and achieve the strength, stability and self-reliance they need to build better lives. Habitat seeks individuals who have a willingness to affirm these principles and values.

At Habitat for Humanity International, we embrace a history rooted in creating equity and take our mission seriously by courageously committing to culture and workplace where all staff feels safe, welcome, visible, respected, supported and valued. As an equal opportunity employer, we realize that our success depends upon building an inclusive workforce of diverse perspectives and encouraging people of varied races, ethnicities, national origins, tribes, religions, ages, gender identities and expressions, genders, sexual orientations, marital statuses, disabilities, veteran/reserve national guard statuses, socio-economic statuses, thinking and communication styles to work with us.

We also require that all staff take their ethical responsibilities to safeguard our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening and be held accountable for upholding our ethical behavior policies, including safeguarding and whistleblowing.