



## Habitat for Humanity International in Cambodia Job Description

<b>Title:</b>	<b>Senior HR and Admin Manager</b>	<b>Department name:</b>	<b>HRLOD &amp; Admin Department</b>
<b>Reports to Title:</b>	<b>National Director, Cambodia</b>	<b>Matrix Reporting Line:</b>	<b>Director, Mekong Hub Director/Regional HR Business Partner, AP</b>
<b>Location:</b>	<b>Phnom Penh</b>	<b>Job Grade:</b>	<b>11</b>
<b>Direct reports: List titles (or none)</b>	<b>1 – Human Resources and Admin Officer 2 – IT Officer</b>		

### 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 and will work closely with their HR leads.

### 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, 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.
- Oversee aspect of office administration including office facility, administration protocols, and asset management.
- Represent Habitat Cambodia 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 and 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 budget. 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 in 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.

**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 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.

	<p><b>Preferred – in addition to minimum:</b></p> <ul style="list-style-type: none"> <li>• A master’s degree in a relevant field is preferred.</li> <li>• Has experience working with international or intercultural organizations or iNGO</li> <li>• Ability and willingness to work in a flexible schedule.</li> <li>• Proficiency in e-mail, internet, Microsoft Word, Excel and SharePoint.</li> <li>• Experience or exposure in other Asia Pacific labor markets</li> <li>• Workforce planning</li> <li>• Succession management</li> </ul>
<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> – <i>We are part of something bigger than ourselves</i></li> <li>○ <b>Courage</b> – <i>We do what’s right, even when it is difficult or unpopular</i></li> <li>○ <b>Accountability</b> – <i>We take personal responsibility for Habitat’s mission</i></li> </ul> </li> <li>• <b>Safeguarding:</b> <i>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.</i></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> <li>• As defined in HFHI’s delegation of authority in the exercise of the role as MH HR lead</li> </ul>	
<p><b>Working Conditions and Requirements:</b></p> <p>Travel Expectations:        International:        Domestic:                      Percent of time spent traveling: <u>15</u> %</p> <p>Will the individual in this role typically work with children or HFH beneficiaries?        Yes (<u>  </u>)      No (<u>X</u>)</p>	
<p><b>Form Submitted by:</b></p>	<p><b>Date:</b></p>