



JOB OPPORTUNITY

Phare Ponleu Selpak (PPSA) or “The Brightness of the Arts” is a non-profit Cambodian association improving the lives of children, young adults, and their families with art schools, educational programs, and social support since 1994.

We are now seeking a qualified Cambodian candidate to fill in the position of **Human Resources Assistant** to be based in Battambang province.

Job Title: Human Resources Assistant | **Reports to:** Human Resources and Administration Manager.

Employment type: Full-time, 40 hours/week; 1-year contract

Location & Mobility: Based in Battambang, Cambodia. Occasional travel is expected to Phnom Penh and Siem Reap.

POSITION SUMMARY

The purpose of the Human Resources Assistant position is to handle a variety of personnel related administrative duties. His/her role is to act as the liaison between HR/Admin Manager and employees, ensuring smooth communication and prompt resolution of all queries. He/she will also support the daily HR activities and assist in coordinating HR policies, processes and relevant documents. The Human Resources Assistant should be able to work independently and assist in more complex HR duties, like posting job ads, coordinating interviews and contacting candidates.

Main Duties and Responsibilities

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to HR/Admin Manager
- Compile and update employee records (hard and soft copies)
- Assist the HR/Admin Manager with recruitment
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees
- Assist with preparation and renewal of employee and volunteer contracts.
- Deal with employee requests regarding human resources issues, rules, and regulations
- Properly handle complaints and grievance procedures
- Assist with ensuring legal compliance
- Assist with application and/or extension visa for expat staff and volunteers
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
- Coordinate HR projects (meetings, training, surveys etc.)
- Communicate with relevant government departments/NGOs when necessary, and
- Any other tasks as may be assigned by the HR/Admin Manager

Requirements

- University degree in Human Resources or related field
- Strong knowledge in Human Resources Management
- At least 4 years of experience as an HR assistant, or relevant Human Resources position
- Computer literacy (MS Office, in particular)



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Phare Ponleu Selpak

- Fluency in speaking and writing both Khmer and English required
- Good knowledge of Cambodian labor law
- Good organizational skills
- Strong communications skills
- Problem solving skills.
- Ability to determine priorities, be self-directed and work with minimal supervision.
- The ability to stay calm under pressure and meet tight deadlines
- The ability to keep objectives and goals firmly in sight
- Adherence to the core values and missions of Phare Ponleu Selpak.

Please submit your application with detailed CV and recent photo to PPSA through contacts below by August 16, 2019; by 6:00PM
Attention: HRM

Anhchanh village, Ochar commune, Battambang city, Battambang Province, Cambodia.

Or

sareth.k@phareps.org

Short-listed candidates only will be contacted for interview.

All successful candidates must comply with PPSA child protection policy & code of conduct.