

## JOB OPPORTUNITY

Phare Ponleu Selpak – meaning The Brightness of the Arts – is a Cambodian non-profit art school located in Battambang, empowering children, youth and communities through artistic, educational, social and community outreach programs since 1994.

We are now seeking a qualified Cambodian candidate to fill in the Full-time position of **Human Resources Officer** and mobile library to be based in Battambang province.

**Title:** Human Resources Officer

**Direct Report to:** HR and Administration Manager

**Employment type:** Full-time, 40 hours/week

**Location:** Based in Battambang, Cambodia

### Job Summary

Under the overall supervision of the HR and Administration Manager, the Human Resources Officer is responsible for assisting in managing employee recruitment and onboarding, updating employee databases, and other HR administrative tasks. The HR Officer is required to have strong communication skills, knowledge of labor laws, and excellent organizational abilities.

Key responsibilities of the HR Officer include the following:

1. Maintaining accurate employee data including personal information, employment details, performance reviews, and leave records
2. Updating employee databases
3. Managing HR documents
4. Assisting in the recruitment and onboarding process
5. Posting job openings
6. Scheduling interviews
7. Overseeing attendance
8. Handling employee queries
9. Reporting staff attendance and leave records
10. Preparing payment for National Social Security Fund
11. Preparing allowance request for volunteers working with Phare partner organization
12. Preparing letter of invitation and volunteer service agreement
13. Tracking and reporting Staff learning and development
14. Preparing HR internal announcements via email, Phare messenger group chat, and posting on the information board.
15. Coordination of school fee payment for French Course between French institute & students.
16. Other tasks as may be assigned by the HR and Administration Manager

### Requirements and qualifications:

- Bachelor's degree in human resources, Business Administration, or a related field
- Relevant HR certifications can be beneficial.
- At least three years of experiences in HR works or similar roles.
- Strong proficiency with Microsoft Office.
- Fluent in spoken and written both Khmer and English.
- Understanding of relevant labor laws and regulations.
- Ability to effectively communicate with employees at all levels, including management.

- Excellent ability to manage multiple tasks, prioritize effectively, and meet deadlines.
- Ability to build relationships, resolve conflicts, and foster a positive work environment.
- High level of accuracy when handling sensitive employee information.
- Ability to analyze situations, identify issues, and develop solutions.
- Maintaining strict confidentiality is a must.

Please submit your application with detailed CV and recent photo to Phare Ponleu Selpak through contact below by **6:00PM of March 14, 2025**

Attention: HR Coordinator

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

Or [vuthyra.t@phareps.org](mailto:vuthyra.t@phareps.org)

Short-listed candidates only will be contacted for interview. The successful candidate must adhere to vision, mission, and values of Phare Ponleu Selpak, and compliance with its Safeguarding and Child Protection Policy.