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WWF-Cambodia

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Job Description

Position title: Human Resources Assistant

Directly reports to: Human Resources Officer

Validity: One year (with possible extension)

Location: Phnom Penh, Cambodia

Background

WWF has a long established presence in the Mekong region, starting in Vietnam in 1990. Since then, WWF operations have grown to five Country offices based in Cambodia (Phnom Penh), Laos (Vientiane), Thailand (Bangkok) & Vietnam (Hanoi), Myanmar (Yangon) including a Regional team in the Hanoi, Vientiane and Bangkok offices. The 'Greater Mekong Programme Office' was officially formed in November 2005 merging WWF Indochina (Cambodia, Laos, and Vietnam) and WWF Thailand. In order to be relevant with partners at provincial levels and deliver conservation results in landscapes, GMPO has also developed 20 field offices across the 4 countries and 6 landscapes.

Following a strong track record of conservation delivery over the last 20 years, WWF has established both the credibility and presence to deliver conservation impact at all levels from provincial, to national to regional.

WWF Greater Mekong Programme Office has embarked on new strategic plan FY16-FY20. The new strategic plan outlines changes in the way WWF GMPO operates, both in conservation and operation aspects.

I. Major Function

Human Resources Assistant assists HR department in providing high quality of HR administrative services to all departments and landscapes staff such as supporting in recruitment process, managing personal files, record and update staff information into HR system and do other HR administrative tasks as required to ensure that HR department function well.

President: Yolanda Kakabadse
Director General: James P. Leape
President Emeritus:
HRH The Duke of Edinburgh
Founder President:
HRH Prince Bernhard of the Netherlands

Registered as:
WWF-World Wide Fund For Nature
WWF-Fondo Mondiale per la Natura
WWF-Fondo Mundial para la Naturaleza
WWF-Fonds Mondial pour la Nature
WWF-Welt Natur Fonds
Also known as World Wildlife Fund

A. Recruitment and on boarding process for national staff

- Assist in the recruitment process such as facilitating for approval on request, posting job advertisement, collect applicant CVs and do first screening for line manager review and further actions, arrange schedules for written test and interview test, invite candidates, etc.
- Keep good tracking sheet on recruitment process and report to line manager on monthly basis.
- Assist in coordinating of the orientation and logistic arrangement for new staff to ensure that new staff receives adequate information about the organization and its systems, policies and procedures and facilitation to get along with colleagues and new working environment.
- Assist HR Officer in facilitating the contract approvals of all parties and keep accurately records in HR Data and Personal files (both hard and soft).
- Assist in preparing Memo for new staff to open personal bank account for monthly payroll transfer.
- Fill out the new email request form and submit to Senior IT Officer to create new email address for every new staff
- Fill out the insurance request form of new staff and send to insurance company by copy line manager for back up and support as necessary needed.

B. Personal File Managements

- Create Personal file for new recruited staff and make sure that all documents are collected and file properly.
- Maintain and control the files and ensure confidentiality of documents in the personal files and they are in order and updated.
- Review all service providers and counterpart personal files and make sure that all data are up to date.
- Arrange the personal files of local staff, expat staff, service providers and counterpart including regional staff in order
- Put in order for all personal files of leaving staff, service providers and counterparts.
- Ensure all files borrowed are returned to their places

C. Contract Management

- Make sure that all contract renewal/ extensions of field office staff, counterpart and service providers are sent out to the right people at the field offices and received back one completed set copy of each on time and keep in the right personal file
- Facilitate the contract approvals of all parties and keep accurate records in HR System and Personal files.
- Insert all approval contracts to each individual personal file

D. HRIMS



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- Ensure that all staff information are recorded into system correctly and on time.
- Ensure that all staff information in the system is kept up to date.
- Support in generating staff data report for line manager when needed.

E. Health and Safety

- Assist in monitoring the Staff Insurance and make sure that no miss insurance record or purchasing the insurance for any staff
- Send update list to insurance company about movement of staff, ranger, service providers, and counterparts to make sure that action can be taken appropriately.
- Receive all insurance cards from company and distribute to all staff accordingly with proper recording and filing.
- Assist in checking invoices from insurance company and submit to HR officer for further review and action.

F. Training Development

- Assist HR and Admin manager in tracking all training and development process and report on monthly basis.
- Assist in facilitating for approval on training request made by staff.
- Assist HR officer and Manager to prepare staff training and development plan if needed

G. Other Administrative tasks:

- Support HR department on audit process related to staff personal file.
- Keep track and monitor movement of documents from/to HR department.
- Assist in administering all HR policies and procedures to ensure they are followed by managers and staff.
- Work with Admin unit to produce WWF ID Cards for new staff and renewal of expired card for staff.
- Prepare certification letter upon staff request for visa and other purposes.
- Keep and code all HR filings and make sure that all files could be accessed easily as needed
- Other tasked as assigned by the line manager

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

III. Working Relationships

1. Internal

- **WWF GMP:** Work closely with WWF-Cambodia HR teams and other staff in WWF-Cambodia such Finance & Admin Team, Program Team,



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Communications Team, Policy Team, M& E Team etc. Engage with and support WWF-Cambodia staff.

- **WWF Network:** N/A

2. External

- Interact with other organisations, HR professionals on HR systems and practices for learning and sharing

IV. Requirements

1. Education and Qualification

- Bachelor's degree in Human Resources Management, Business Administration, or in relevant fields.

2. Knowledge

- Knowledge of local laws and regulations on labour
- Thorough knowledge of HR practices in international organisations
- Basic knowledge of environmental and conservation issues in the region is an advantage

3. Experience

- 2 years of practical experience in human resources administration, or in related fields
- Experience in implementing and monitoring the compliance of HR system, policies and procedures, preferably in the context of an international organisation
- Experience of working in multi-cultural environment

4. General Skill

- Networking and teamwork
- Fluency in written and spoken English
- Proficiency in MS Office

5. Technical Skill

- Analysis
- Interpersonal
- Negotiation
- Planning, organisation, time management, facilitation, and coordination
- Organisational awareness and service orientation
- Proficiency in HRIS

6. Ability

- Working under pressure and towards tight deadline



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- Working with people from diverse backgrounds
- Working on own initiative with minimum supervision and staying on task

7. Personality

- Careful
- Friendly
- Patient

It is also part of every staff member's Job Description to embody WWF's **values**, which are: *Engaging, Optimistic, Determined, and Knowledgeable*