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**WWF-Cambodia**

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**Annex 1**

**Job Description**

<b>Position title:</b>	Human Resources Officer, WWF-Cambodia
<b>Directly reports to:</b>	Human Resources and Administration Manager, WWF-Cambodia
<b>Technically reports to:</b>	N/A
<b>Supervises:</b>	HR Assistant (If any) and Intern/Volunteer
<b>Technically supervises:</b>	N/A
<b>Validity:</b>	One year
<b>Location:</b>	Phnom Penh

**Background**

WWF has a long established presence in the Mekong region, starting in Vietnam in 1990. Since then, WWF operations have grown to four Country offices based in Cambodia (Phnom Penh), Laos (Vientiane), Thailand (Bangkok) & Vietnam (Hanoi), 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, 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**

The Human Resources Officer supports the Human Resources and Administration Manager in the provision of a high quality and professional human resources service through the effective administration of human resources system, policies and

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



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procedures including recruitment and selection, compensation and benefits, health and safety, training and development, etc.

## **II. Major Responsibilities**

### **A. System, Policies and Procedures Administration**

- Provide inputs to the development, review and update of all necessary GMP human resources system, policies and procedures to ensure all changes in the country and in local labour laws and regulations are reflected
- Provide support to the HR and Admin Manager in the planning and organisation of the effective communications of all human resources policies and procedures to all staff
- Administer all HR policies and procedures to ensure they are followed by managers and staff

### **B. Action Plan Development and Implementation**

- Provide inputs and supports to the development, implementation, review and update of the human resources (HR) action plan in WW-Cambodia
- Assist in the development, monitoring, review and update of HR activity work plans

### **C. People Management and Organisation Development**

- Responsible for the staff recruitment and selection as refer to recruitment and selection procedure or as appointed by the HR and Admin Manager to ensure the compliance of recruitment and selection policies and procedures
- Provide administration service in the recruitment and selection of all staff at country programmes and of regional staff conducted at country programmes
- Preparing the induction frame works by coordination with all relevant people to provide the full inductions to the new staff including local staff , expatriate staff and regional staff who based on WWF-Cambodia Office as required
- Coordinate the logistic arrangement for new staff to ensure that new staff receive adequate information about the organization and its systems, policies and procedures, work desk, computer, email address, insurances, etc.,
- Provide orientation, reorientation, and training to all staff on HR procedures when required
- Support managers and staff in performance appraisal when required and summarize the development plans of all staff to serve the training needs analysis of the WWF-Cambodia and development of annual training plan



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- Regularly collect information of internal and external training programmes and keep managers and staff informed of the programmes
- Arrange logistics, monitor, and coordinate relevant training programmes(including e-learning) for all staff based on the approved training plan, conduct analysis of training evaluation and feedback to control the quality of training service providers
- Maintain an awareness of staff comments and any complaints to identify any areas that may need development of improvement

***D. Monitoring and Evaluation, Reporting***

- Provide support to the monitoring and evaluation of human resources and provide HR report to line manager as needed.
- Provide support to the HR and Admin Manager in preparing reports to regional office and Government when required

***E. Other Technical Specifics***

- Provide technical guidance and support to managers and staff on human resources matters to ensure the compliance with HR system, policies, procedures, and legal requirements
- Assist HR and Admin Manager in the development and monitoring of annual HR budget
- Prepare and update annual staff cost projections for core staff, project staff and landscape Staff on regular basis.
- Provide administration services in HR aspects including compensations and benefits, health and safety, security, contract management, monitoring of staff leave plans, filing, correspondence, staff separation, etc. to ensure these are implemented effectively
- Prepare monthly HR Data reports which including training, and recruitment and selection to the regional HR as regularly.
- Prepare payroll calculation and follow up with Finance Function to ensure accurate and timely payment of salaries and benefits
- Produce Monthly Pay Slips and communicate to staff in timely manner
- Facilitate with Finance team on to prepare payment to NSSF, staff monthly tax declaration, annual tax finalization, and other social obligations in compliance with local law, insurance matters, staff departure, etc.
- Act as Health and Safety Focal Point Person and work with Admin Officer to inspect office building and premises and report any areas requiring maintenance or repair



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- Maintain up-to-date records related to HRM including HR database, payroll, personnel files, lists of training and HR service providers, lists of jobs and vacancies within the organisation, reference library of employment law information, etc., to comply with statutory regulations and for the effective management of human resources, and ensure that the data is accurate and kept in private and confidential principles
- Coordinate with Admin Function to organise office social events such as visiting sick people, new baby born, funerals, staff retreat, team building, etc.
- Provide support to the annual HR audit from WWF International, regional office, and support HR and Admin Manager in the internal audit of the project offices
- Maintain an awareness of developments and up-to-date knowledge of the human resources management and employment legislation

***F. Networking***

- Actively participate in GMPO HR meeting and workshop
- Establish and maintain effective formal and informal links with other agencies to ensure that the organisation is providing the appropriate range and quality of services.
- Maintain good working relationships with insurers and other relevant authorities to ensure that the organisation's interests are safeguarded and a safe and healthy working environment is maintained

***G. Service provider/counterpart management***

- Prepare and manage all personal files of service providers/counterparts
- Provide regularly update about all service/counterpart contract status to the all relevant line managers
- Prepare contract in Khmer or English as required for all service providers/counterparts including new service/counterpart and contract extension
- Prepare monthly payroll for all service providers/counterparts as per policies and procedures
- Work with Finance and Admin Department to ensure that all service providers/counterparts are provided insurances during their contract period.
- Prepare NSSF for all service providers, volunteers and consultant ( Community rangers, guards, etc)



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- Provide technical support to the focal person Admin Officer and Project Finance and Admin Officers for the claims procedures related to the insurances
- Coordinate the recruitment and selection of service providers and counterparts as per required or 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:** Interact with HR teams at regional office and other country programmes. Engage with and support WWF-Cambodia staff.
- **WWF Network:** N/A

#### **2. External**

- Interact with focal person of Tax Department, local organisations/authorities, insurance companies, service providers. Engage 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, Organisation Development, Business Management, Business Administration, or in relevant fields

#### **2. Knowledge**

- Knowledge of labour laws and regulations, health and safety in Cambodia
- Good understanding of HR practices in NGO in Cambodia
- Basic knowledge of environmental and conservation issues in Cambodia is an advantage

#### **3. Experience**

- 3 years of practical experience in human resources administration
- Experience in monitoring the compliance of HR system, policies and procedures, preferably in the context of an international organisation
- Experience of working in multi-cultural environment is an advantage

#### **4. General Skill**

- Presentation and communications



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- Networking
- Teamwork
- Fluency in written and spoken English and native language
- Proficiency in MS Office
- Negotiation is preferred

**5. Technical Skill**

- Coaching
- Interpersonal
- Organisation, time management, facilitation, and coordination
- Organisational awareness and service orientation
- Proficiency in HRIS is preferred

**6. Ability**

- Working under pressure and towards tight deadline
- Travelling to the provinces and work overtime if required
- Working with people from diverse backgrounds
- Working on own initiative with minimum supervision and staying on task

**7. Personality**

- Careful, Friendly, Patient

**V. WWF's Mission and Values**

1. It is part of every staff member's job description to contribute to **WWF's mission:**  
WWF's Mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:
  - *conserving the world's biological diversity*
  - *ensuring that the use of renewable natural resources is sustainable*
  - *reducing pollution and wasteful consumption.*
2. It is also part of every staff member's job description to embody WWF's **values**, We are:
  - **Engaging**  
Open, available, accessible
  - **Optimistic**  
Inspiring, positive, ambitious, successful
  - **Determined**  
Passionate, urgent, results-oriented
  - **Knowledgeable**  
Science and facts based, wise/smart, intelligent, expert