



JOB ADVERTISEMENT

From its origins as a small group of committed wildlife enthusiasts, WWF has grown into one of the world's largest and most respected independent science based conservation organizations—supported by 6 million people and active in over 100 countries on five continents.

WWF-Greater Mekong – on the ground in Cambodia, Laos, Myanmar, Thailand and Vietnam—is working to conserve the region's biodiversity and build a secure and sustainable future for people and wildlife. WWF has a more than 25 long history of engagement in the Greater Mekong.

WWF's mission in Cambodia is to ensure that there will be strong participation and support from all people to conserve the country's rich biological diversity. The WWF-Cambodia Conservation Programme that started more than 10 years ago is implemented in 2 landscapes – Eastern Plains Landscape (EPL) and Mekong Flooded Forest (MFF) Landscape and built over the following 4 pillars of interventions: (1) Securing Landscape Integrity sustaining conservation and livelihood development, (2) Freshwater and Sustainable Hydropower, (3) Protected Area Management and Conservation Research and (4) Sustainable Financing – Green Economy.

WWF-Cambodia is looking for one qualified Cambodian national candidate to fulfill the position of **Human Resources and Administration Manager, based in Phnom Penh office.**

Remuneration Package: Competitive Salary and other attractive benefits including annual bonus, provident fund, severance pay, medical allowance, insurances, NSSF etc.

I. Major Duties and Responsibilities:

1. Management Team

- Is a member of Country Management Team (CMT)
- Develops and implements plans for HR, Admin, and IT of WWF-Cambodia to contribute to the delivery of the organization's objectives.
- Oversees the implementation of annual plan (APMS) and Country Dashboard for HR, Admin & IT functions.
- Oversees HR data and statistics and provide regular reports and analysis to the Country Director to facilitate continuous improvement.
- Leads the coordination with various teams in program for budget planning, implementing and monitoring for procurement, staff development, staff costs, office running cost.
- Manages and reviews direct line manager staff annual workplan and staff performance, and provides induction, training and coaching to ensure that staff understand and carry out their responsibilities to the required standards

2. Human Resources

- Develops and manages annual HR activity work plan to ensure that the organisation attains its objectives as cost-effectively and efficiently as possible
- Oversees the recruitment and selection process of all staff at country programmes.
- Manages performance appraisal process to make sure the completeness of performance appraisal as scheduled and provide comments to managers and staff on performance appraisal results if needed.

- Takes a lead in employee training and development program to ensure that employees have enough capacities to deliver their objective plans and have opportunities to grow and advance their careers.
- Encourages and maintain sound employee relations by undertaking all necessary consultation and negotiation with staff on personnel issues to ensure that harmonious relationships and effective communications are maintained between management and staff
- Takes a lead in salary and benefit surveys, and analyse data with the support of HR Officer, to ensure that the organisation has accurate and up to date information relating to external pay relativities.
- Cooperates with HR audit from WWF International and WWF-GM, conducts internal audits to evaluate HR administration of the projects offices, and presents audit findings to the CMT to identify areas requiring attention and ensures audit recommendations are implemented.
- Supports to HR Officer in coordinating to other managers to accomplish for workforce planning.

3. Administration

- Takes lead in organizational legal compliance including MOU processes and liaison with lawyers as needed.
- Advices the Country Director on all statutory and constitutional requirements to ensure the organisation operates in a proper and effective manner. Maintains an awareness of any possible crisis or risk to the organisation and develops plans that will provide for such contingencies mitigating any losses.
- Oversees the Administration function, ensuring adequate Admin support is provided to staff when needed
- Oversees the preparation and coordination of office activities, i.e. team meeting, team building, staff retreat, etc.

4. Information Technology

- Provides advice and supports to IT Officer to implement the ICT security policy for Cambodia office to cover the access and usage of all ICT facilities including hardware, software and data files for all WWF data and assets.
- Provides advice and support to IT officer to review and update all necessary of IT system and policies such as backup and safety of data, hardware replacement and maintenance to ensure that the equipment is reliable, maintained and supports business purpose

5. Issue Resolutions, Crisis/Risk Management:

- Provides comprehensive advisory and technical guidance to Country Director, managers and staff on all aspects of human resources to ensure that the organisation follows policies, procedures, legal requirements, and makes best use of its staff.
 - Advices the Country Director on all statutory and constitutional requirements to ensure the organisation operates in a proper and effective manner.
 - Maintains an awareness of any possible crisis or risk to the organisation and develop plans that will provide for such contingencies.
 - Acts as focal for Health & Safety while ensuring the organization's operations comply with health and safety regulations.
 - Investigates and report on accidents and related incidents, recommending any changes that may be necessary.
 - Ensures the organization's is fully complied with F&C policy by having all staff inducted and refreshed on regular basis.
 - Encourages and maintains sound employee relations by undertaking all necessary consultation and negotiation with staff on personnel issues to ensure that harmonious relationships and effective communications are maintained between management and staff.
6. Additional duties and responsibilities as required by the Country Director.

II. Qualifications:

- Degree in Human Resources Management, Organisation Development, Business Administration or in relevant fields; Master degree is preferable.
- At least 6 years practical experience in HR and admin management, with at least 4 years in a management position for degree qualified and 4 years practical with at least 2 years management for a Masters holder.
- Experience in implementing and monitoring the compliance of HR system, policies and procedures, preferably the context of an international organisation
- Experience in developing HR systems, policies and procedures is an advantage
- Experience of working in multi-cultural environment.
- Experience in working in complex organisations and ability to lead and influence without formal authority. Excellent interpersonal, communication and diplomatic skills with the ability to manage and interact at all levels in an international, multicultural and multilingual organization.
- Possess strong negotiation, influencing and communication skills. Has the ability to liaise with senior management staff, relevant staff in different functional areas, local communities, government agencies, governmental policy and decision makers, the business community, media, donors etc. all in a professional, positive manner.
- Decision making skills with strong business acumen and drive for results;
- Passionate about wildlife and conservation with the ability to galvanize the Network and broader community around a shared agenda;
- Must possess strong Management skills - planning, time management, coordination; People Management – coaching, mentoring, capability development, networking, building teams; and Financial Management – budgets, & costing, skills.
- Good command of English language, both oral and written communication skills. Any other language, especially another Greater Mekong dialect is advantageous.
- Role models WWF's behaviours of Listening Deeply, Innovating Fearlessly, Collaborating Openly, and Strive for Impact.

Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging. For detailed job description, please visit the Employment page of <http://cambodia.panda.org>

How to apply?

Email a cover letter and CV with Salary expectation via email address:

jobwwfcam@wwfgreatermekong.org with the subject line **HR and Administration Manager**

If you have any question, please contact to WWF-Cambodia, #21, Street 322, Sangkat Beng Keng Kang I, Khan Chamkarmon, Phnom Penh or call us: 023 218 034 (extension: 118)

Deadline for applications: 31 December 2018

*(WWF is an equal opportunity employer and committed to having a diverse workforce.
Disable people and women are strongly encouraged to apply)*