Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>HR and Admin Officer</th>
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<tbody>
<tr>
<td>Programme/Unit</td>
<td>Operations Department</td>
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<td>Reporting to</td>
<td>Human Resources and Administration Manager</td>
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<tr>
<td>Type of Contract</td>
<td>Full-time employment under fixed-term duration contract (FDC) (renewable)</td>
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<tr>
<td>Duty Station</td>
<td>Phnom Penh Office, Cambodia</td>
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<tr>
<td>Starting Date</td>
<td>01-September-2024</td>
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1. Background:
Transparency International Cambodia (TI Cambodia) is a fully accredited National Chapter of Transparency International Secretariat based in Berlin, Germany. With more than 100 Chapters worldwide, we work together with all relevant stakeholders including the government, civil society organisations (CSOs), development partners (DPs), private sector, media and individuals to promote integrity and reduce corruption.

TI Cambodia has successfully implemented its 3rd Strategic Plan 2020-2023. In preparation for the effective execution of next Strategic Plan 2024-2026, Phase IV “Collective Actions Against Corruption (CA2C)”, TI Cambodia seeks to recruit a dynamic and highly qualified HR and Admin Officer to perform the following roles and responsibilities.

2. Overall Goal of the Position:
The overall goal of this position is to provide support and coordination on the implementation of the Governance Foundation and Human Resource and Administration Unit.

3. Objectives:
   - Support on Human Resource aspects of TI Cambodia including staff recruitment, policy compliance, staff benefits and incentives, capacity development, as well as all HR systems.
   - Support on administrative aspects of the organization including internal and external correspondence, filing systems, personal files and staff payroll, etc.

4. Overall Responsibilities:
4.1 HR Responsibilities
   - Support HRAM in recruitment process and all associated tasks;
   - Prepare staff employment contracts;
   - Review to ensure that all staff members have valid contracts;
   - Produce and maintain the staff database to include contract information, contract details, and primary dependents for benefits;
   - Manage HR systems and databases of HR transactions ensuring accuracy of records and information;
   - Conduct HR orientation for new and existing staff, volunteers and interns and staff internal trainings as needed;
• Work with Management Team to determine which employees are eligible for insurance and ensure details are added to their contracts;
• Record and monitor staff leave such as sick leave, holiday, etc;
• Maintain the filing system for HR related documents and personnel files;
• Facilitate staff coaching meetings and appraisals;
• Develop online staff database system;

4.2 Administration
• Review the checklist for expirations and deadlines of MoU, Insurance, contract, etc. and communicate deadlines to HRAM or relevant Program Managers.
• Develop a filing system to make sure that documents are filed properly.
• Edit and put in the correct format to all important external letters.
• Draft and format correspondence, appointment letters, reports, and documents requested by the Management Team.
• Maintain and update contact lists for staff, partners and vendors.
• Manage the translation of important documents from English to Khmer as required.
• Manage and coordinate meeting venues, use of organization's vehicles and office telephone.
• Coordinate and obtain necessary visas, documents and travel arrangements for foreign staff.
• Report immediately any emergency or matter that requires urgent attention to HRAM.

4.3 Other Duties
• Performing any other task as assigned or requested by supervisor.

5. Required Knowledge, Experience and Skills:
• Bachelor degree in Human Resource and Administration and/or related field;
• At least 2 years of experience in HR and administration with international or local organization;
• Knowledge of policies and practices related to HR and Administration;
• Some experience in facilitating/coordinating the capacity development activities;
• Good communication skills in English both in writing and speaking, and the ability to translate from English into Khmer, and Khmer into English;
• Very good knowledge of computer software especially Microsoft Office applications;
• Good interpersonal and public relations skills, including the ability to build and maintain relationships with people from diverse backgrounds and demonstrable ability to communicate at a high level, both verbally and in writing, and capacity to effectively interact with senior person;
• Strong presentation and negotiation skills;
• Ability to handle multiple tasks and deadlines with limited supervision, and work well with others in a fast-paced environment;
• Sense of initiative, discretion, mature judgment, and creative spirit; and
• Sound knowledge and commitment to the promotion of integrity, good governance and anti-corruption.