

Human Resources Officer

Are you interested human resources management in an organization that has both social services and runs social businesses? Do you enjoy supporting teams in a creative and innovative way? Then join **Mith Samlanh** (MS) teamin working with marginalized children and youth, their families and communities.

We started our work 20 years ago as one of the first registered Cambodian non-government organizations, and now we count more than 200 staffs working in different zones in the Phnom Penh area.

Daily we provide vocational training, education, counseling, food, shelter, medical services and various outreach programs to 1,800 street children and youth in Phnom Penh.

What will you do?

As a **Human Resources Officer** you will be supporting our teams in recruiting, training and keeping awesome people.

Your responsibilities will be to support the managers in:

- Maintain and regularly update personnel files for all staffs as well as office
- Coordinate on Payroll/NSSF preparing and updating employee information are proper recorded in HR system
- Record Annual leave into HR system
- Prepare yearly annual leave report
- Assist in recruitment activities, announcement drafting, advertisement, interview, selection and reference check
- Responsible for preparing formal letter (employment contract, probation, promotion, termination and MSIC recommendation letters)
- Assist in preparing JD
- Coordinate between Company insurance and staff in case of accident
- Prepare Annual Holiday list and Leave form
- Responsible for scheduling and preparing documentation for the HR induction to the new staff
- Coordinated in preparing performance appraisal and prepare PA report
- Prepare new staff list/turnover list report and probation review report

We would like you to have the following:

- Good knowledge of human resources management process
- Motivation to support people in being great at their work
- Experience in working directly with a team
- Understanding of payroll legislation and process i.e. Tax and NSSF
- Good understanding of Cambodia Labor Law is a plus
- Ability to work independently and handle a busy schedule
- Good spoken and written English
- Excellent IT skills in Microsoft Office package

Location: This position is based in Phnom Penh

Join us by

Interested and qualified candidates should send applications (CV and a cover letter) and salary expectations with the caption subject to Mith Samlanh Organization's Address: House#215, St.13, Sangkat Chey Chum Neas, Khan Daun Penh, Phnom Penh City (north of the national museum) or email hr@mithsamlanh.org.

Mith Samlanh is an equal opportunity employer and the successful candidate will be selected based on merit. Women are encouraged to apply.

The successful applicant will be expected to comply with Mith Samlanh's Child Protection Policy.

Applications must be submitted before **15th September 2022** and will not be returned.

Only short-listed candidates will be contacted for an interview.