



## ***JOB DESCRIPTION***

<b>Job Title:</b>	<b>HR &amp; Contracts Coordinator</b>
<b>Location:</b>	Health Poverty Action - Cambodia Country Office, Phnom Penh, with occasional travel to provincial field offices.
<b>Reporting to:</b>	HPA Country Director.
<b>Working with:</b>	Country Director, Finance Manager, Country Programme Manager, Regional Programme Manager, Admin & Procurement Officer and relevant field staff.
<b>Responsible for:</b>	CCO staff (x 2): Administration Assistant/ Driver & Office Cleaner.

### Health Poverty Action Background:

Health Poverty Action (HPA) is an international NGO which has worked in Cambodia since 1990. HPA was previously known as Health Unlimited until the name change in 2011. Our mission is to support poor people in their efforts to achieve better health and well-being. Priority is given to the most excluded and vulnerable, in particular indigenous people and communities affected by conflict and political instability. HPA works with communities on long-term programmes to build knowledge and skills that will enable them to improve their own health and to gain continuing access to effective health services and information.

## **PRIMARY FUNCTIONS & RESPONSIBILITIES**

Provision of effective human resource (HR) management and support service to ensure sufficient staffing for the implementation of the projects under the Cambodia country programme and adherence to human resource policies/ processes and the Cambodian labour law. Responsibilities related to HR management, recruitment and administration of the Cambodia country programme. This includes ensuring the effective staffing of project/ support operations and overseeing compliance with Cambodian and Vietnamese legal and regulatory requirements for international NGOs. The post holder will be based at the Cambodia Country Office in Phnom Penh and will work in close collaboration with staff members in the Regional Office (Stung Treng) and provincial level field offices. The post-holder will also be required to provide support (remote) to HPA's operations in Vietnam in collaboration with the Country Director, as needed.

## **KEY RESPONSIBILITIES**

### Human Resource Management:

- Oversee HR management and planning for the HPA Cambodia country program and provide additional support to HPA's operations in Vietnam.
- Provision of effective HR leadership and management for HPA Cambodia's operations, including the pro-active provision of advice to senior managers and staff members on HR issues in-line with HPA's HR policies, procedures, the Cambodian Labour Law and related legislation/ polices.

- Develop and maintain a detailed understanding of the HPA Cambodia Human Resource Policy and relevant government policies, including the Cambodian Labour Law (including related Prakas), the NGO Law, and HR associated government policies, organizational MoUs and regulatory requirements (e.g. employee health insurance, work place health and safety regulations, reporting requirements, etc.).
- Advise and actively participate in employee relations throughout HPA Cambodia, including: dealing with problems at the workplace, conflict resolution, the elaboration of policies and guidelines.
- Develop and implement an annual HR capacity building and training plan for all counterpart staff with HR related responsibilities in the regional and provincial level offices.
- Act as the Focal Person for all staff related to insurance and medical issues, including the provision of advice on health facility selection, transportation and claims processing.
- Responsible for monitoring the health and safety of all HPA staff in Cambodia, and providing advice when required.

#### Staff Management and Recruitment:

- Ensure that all HPA offices effectively monitor HR requirements for all staff, such as the provision of a comprehensive induction, timely probation reviews, scheduled mid-year and annual staff performance appraisal reviews, and ensuring that end of contract requirements are followed.
- Mentor line-managers on the implementation of staff performance assessments and the development of a plan related to the training needs identified.
- Leading staff recruitment and overseeing recruitment processes, including:
  - Collaboration with line-managers on revising/ drafting of job descriptions and the facilitation of recruitment related advertising;
  - Collaboration with designated staff on the development of interview related questions/ tests;
  - Oversee applicant long/ short-listing, the provision of technical support for the facilitation of interviews - including participation in interview panels, if requested.
- Carry out appraisals as per HPA standard requirements and procedures for all staff line-managed (technical and direct), periodically agreeing work objectives and guiding staff in the attainment of those objectives.

#### HR Administration:

- Lead the strengthening of and ensure compliance with HR related systems for the Cambodia Country Office, the Cambodia Regional Office and provincial field offices.
- Develop and maintain an appropriate HR filing and tracking system to include all essential HR documents to accurately track employees and associated staff benefits and ensure complete and up to date files, including employment contracts and renewals, timesheets, travel authorization requests, annual leave requests, TOIL, staff medical expenditure, staff insurance, etc.
- Ensure that human resource related processes adhere to donor's requirements and HPA policies.
- Maintain relationships/ cooperation with insurance companies, NSSF, insurance - approved health centres/ hospitals; and other service providers in areas relevant to HR management.
- Responsible for appropriate monitoring/ record keeping related to NSFF payments and ensuring the timely submission of required paper work and payments.
- Ensure that staff timesheets are submitted by all staff monthly, accurately and on time, and properly maintained on file at all times.
- Facilitate the HR dimension of regular external and internal audits.
- Implementation of agreed internal/ external audit recommendations within areas of responsibilities.

- Facilitate the provision of all necessary documentation for international staff deployed for work visits in Cambodia, such as visas/ work permits and in collaboration with the CCO Procurement/ Logistics Officer arranging accommodation/ housing, transportation, etc.

Other:

- Maintain good inter-team communications, positive and constructive team dynamics, and take suitable action when problems occur.
- Participate actively in team planning and other meetings, supporting colleagues in a collaborative and constructive way, sharing information and resources to ensure timely support and resources are provided.
- Represent HPA with government, donors and partners, as requested and pro-actively participate in NGO/ CSO related HR forums.
- Act as a member of the purchasing committee, ensuring adherence to individual donor and HPA regulations.
- Pro-actively monitor national level political and administrative developments related to staff employment and NGO administration issues that could affect our areas of operations, and report changes to the Country Director.
- Other duties as reasonably requested by the Country Director.

**PERSON SPECIFICATION**

Essential Qualifications:

- Relevant University Degree (e.g. HR, Management or Business Administration).
- A minimum of three years directly relevant HR management work experience.
- Demonstrable knowledge of HR management systems and planning processes.
- Previous experience of recruitment, staff management and effective line-management.
- Proven problem solving, organisational and administrative skills.
- Strong and effective inter-personal and representation skills - with the ability to communicate and negotiate at multiple levels.
- Computer literacy, including: Ms Word, Excel, PowerPoint and Outlook.
- Fluency in both spoken and written Khmer and English (English language skills are required for this position).
- Willingness to regularly visit provinces of operation.

Desired Qualifications:

- Degree in Human Resource Management.
- Additional senior level human resource management experience.
- Additional relevant professional qualifications.
- Previous experience of working in an NGO/ international development context and knowledge of donor and government compliance requirements.

***Health Poverty Action is an Equal Opportunities Employer***

***Qualified Female Candidates are Encouraged to Apply***