

Job Descriptions

1. Position Information

Job Title:	Human Resource and Administrative Officer
Duty Station:	Cambodian Rehabilitation and Development Board, Council for the Development of Cambodia (CRDB/CDC), Phnom Penh, Cambodia
Report to:	Director and Deputy Director, Administration Dept., CRDB/CDC
Duration of Appointment:	01 May 2018 to 31 December 2018 (renewable)

II. Background and Organizational Context

The Cambodian Rehabilitation and Development Board (CRDB) is an operational arm of the Council for the Development of Cambodia (CDC) with the mandate to act as the Royal Government of Cambodia's coordinating body for managing external aid, officially known as the Official Development Assistance (ODA) with line ministries and agencies and the development partners.

To successfully achieve the mandate in mobilizing and managing the ODA, as articulated in the government's policy documents i.e. the Rectangular Strategy-Phase III (RS3), the National Strategic Development Plan (NSDP) and the strategies at sector level, the RGC prepared and adopted the Development Cooperation and Partnerships Strategy 2014-2018 (DCPS-2014-2018) as a framework to guide for the successful implementation of its mandate. CRDB/CDC, as embedded in its mandate, is designated as the RGC's secretariat to lead the implementation of the Strategy. Within this framework, CRDB/CDC has partnered with a number of development partners through various development projects since 1994 to build the national capacity of the government to fulfill this mandate.

In addition, CRDB, in its capacity as the implementing partner of the Partnerships for Development Results-Phase 2 (PfDR-2) will ensure that the provision of extension of the following supports will be fully and completely coordinated:

- SDG Localisation - support the Ministry of Planning to localise the SDGs and prioritise their incorporation into the NSDP as part of an integrated approach to national financing and monitoring of the CSDGs;
- LDC Graduation - ensuring Cambodia's readiness to lead and manage its prospective graduation from the Least Developed Country group and to formulate an effective transition strategy that meets near-term objectives and continues to address human development and economic vulnerability over the longer term; and
- Implementation of the Industrial Development Policy - strengthening the IDP via the Secretariat's capacity to lead on coordination, policy research/advisory services, and reporting/monitoring.

Organizationally, CRDB/CDC has the following departments within its organizational structure each of which is led by a director and deputy directors:

Administration Department,
Aid Coordination Policy Department,
Asia, Pacific, and Oceania Countries Department,
Europe and North America Department,
Information Management Department
International Financial Institutes Department,
NGOs Coordination Department,
UN Agencies Department,

The Human Resource and Administrative Officer will be assigned to work in the administration department to take responsibilities of a wide range of technical and supporting tasks including provision of sound logistical supports for high level events/meetings, coordinating of administrative works with line departments and relevant ministries/agencies, taking charge of full human resource functions such as personnel records, performance management, contracts, designing TORs, proceeding recruitment processes etc.

III. Functions/Key Results Expected

Under the overall guidance and direct supervision of the director and deputy director of the administration department, and with advisory supports from the Senior Operations Manager of the PfDR-2, Human Resource Management and Administrative Officer will be responsible for the following specific duties:

- Coordinate with all line departments across CRDB/CDC for the recruitment planning of both short-term and long term;
- Organize the recruitment processes including participate drafting job descriptions, provide inputs to job vacancy announcement, prepare list and log the applications received, join interview panels and draft the minute of the interview/selection;
- Prepare contracts and ensure that complete HRM documents are individually filed, this includes contracts, CVs, sick leaves, performance evaluation, and any other documents that are required for personnel matters;
- Maintain and up to date CRDB human resource database regularly by entering all the relevant information of CRDB staff as well as keeping record of staff who sent to train
- In close collaboration with the Deputy Director of Policy Department in charge of Capacity Development, follow up with all individual staff on training plan for the preparation of the consolidated plan for the whole organization, and prepare the periodic analytical capacity building report for the senior management;
- In close collaboration with line department to identify the challenges of capacity building in the context of CRDB in order to establish plan and strategy for developing CRDB staff capacity;
- Facilitate both collective and individual trainings and ensure that all information related to trainings are kept up to date;
- Participate in the Training Committee meetings and provide supports to CRDB capacity development needs,
- Collect staff evaluation report and consolidate the results for the Senior Management,
- Follow up and facilitate the process of performance evaluation of all staff members and maintain up to date appraisal data;
- Ensure that the approved HR procedures are strictly followed;
- Explore all information that are in relation with regulations and procedures for personnel management and performance enhancement and share them with all staff members;
- Prepare monthly payment list of staff members on contract for endorsement and submit to Finance Unit for processing on timely basis;
- Prepare and consolidate monthly, quarterly, bi-annual and annual CRDB/CDC activities report to be endorsed by the senior management before submission to the Council of Ministers;
- Participate the preparation of the administration department's annual work plan and progress reports;
- Perform other duties as required by director and deputy director of the department

IV. Competencies Requirement

Skills (Knowledge) and Competencies:

- Ability to identify and analyze complexity of the assignment and articulate appropriate solutions to the role,
- Flexible and ability to adapt and work with accuracy under time constraints and pressure
- Strong interpersonal, management and negotiation skills, able to establish & maintain effective working relations,
- Analytical and problem solving skills,
- Good command of English/Khmer languages, and strong computer skills; proficiency in using computer applications (e.g. Microsoft Word, Excel, PowerPoint and Internet), and

Experience:

At least two year experiences with similar assignments from either private institution or NGOs with strong analytical skills and sound judgment,

Qualification:

A University Degree in Management, Public Administration, Financial Management or a closely related discipline from recognized training institution(s).

Qualified women are highly encouraged to apply