

JOB OPPORTUNITY WITH HAGAR INTERNATIONAL FOUNDATION
HR & Admin Senior Officer

Background on Hagar

Hagar was established in 1994 in Cambodia. In 2009, Hagar expanded its model to Afghanistan and Vietnam. Our focus is on working with women and children who are suffering from the impact of trauma resulting from slavery, trafficking and abuse. We seek to magnify the impact of this work with individuals and families through our advocacy and capacity building work with other service providers and institutions.

For those affected by trauma, and those who support them, Hagar is an expert in care and recovery. When healing happens the cycle of trauma stops. We believe that with the right support and capabilities people can recover and take the lead in their own journey to wholeness.

Hagar International Foundation is now looking for **1** passionate and qualified candidate to fulfil 1 position of **HR & Admin Senior Officer** based in **Phnom Penh**.

PURPOSE

As HR & Admin Senior Officer, s/he will be expected to act as key team player of the administration, HR team and will involve in supporting all staffs at Project/program. This position is to perform high level of administration and HR to enable the program Administrators to concentrate on more complex administrative tasks. Ensure that all processes implement in compliances to policies and guidelines of Hagar International Foundation.

RELATIONSHIPS

- This position reports to **HR & Admin Manager**

RESPONSIBILITIES

- Asset Management to make sure that all the purchased asset is under Hagar Control with accountability
- Manage procurement and ensure the practices are complying with policies and guidelines
- Manage Hagar's Office and make sure that the Office environment and security are good for staff and establish an organizational climate that encourages the development and a high level of morale among staffs
- Manage office equipment/stationeries
- Coordinate flight and accommodation for staff
- Manage documents and make sure that in proper place like MOU, contract agreement, Properties necessary documents etc.

- Manage all supplier contract agreement (Cooperate rate negotiation, quotation requisition)
- Liaise with all related ministries
- Hygiene and Security Management
- Insurance Management for Hagar's Vehicles and Hagar's property
- Manage budget for HR & Admin
- Develop the flow in order to meet the high standard
- Prepare new staff contract, prepare exit interview,
- Design office layout
- Assist HR & Admin Manager in preparing all kinds of orientation, training and workshop
- Assist HR & Admin Manager in revise / amend policies as require
- To perform any other duties assigned or delegated by his/her immediate supervisor

QUALIFICATIONS AND EXPERIENCES

Education:

- Bachelor degree of business administration or Management

Experience:

- At least 3 years' relevant experience in HR, administration with local/international NGOs
- Experience with forensic interviewing
- Networking with other agencies/suppliers
- Effective communication and facilitation
- Experiences in policy writing

Skills and Knowledge:

- Understanding on procurement process
- Proficiency in use of Microsoft Office
- Understand Cambodia labor law is a must
- Communicates with influence (written/spoken English)
- Demonstrates Professional Technical Proficiency
- Leadership knowledge

Personal Attributes:

- Strong time management skills, ability to work under pressure to deadlines and ability to prioritise tasks.
- Makes sound decisions and judgments
- Patient, sensitive, resilient, flexible, and demonstrates humility
- Shows initiative and is innovative
- Role-models integrity, transparency and honesty, and must be able to maintain confidentiality
- Ability to be flexible to changing deadlines and work priorities

A strong team player with a willingness to contribute to the well-being of the team and the project

Interested applicants must submit their **Hagar application form and curriculum vitae** to Hagar through **email address** below. **Only candidates with the required documents above will be considered for shortlisting.**

Address: #354, Street 518, Sangkat Toul Sangke, Khan Russey Keo, Phnom Penh,
Cambodia
Tel: (855)23 42 46 64/023 42 46 65
E-mail: jobs.cambodia@hagarinternational.org

Hagar International Foundation is an equal opportunity Organization. Women and Disable people are strongly encouraged to apply.

Closing date: 14 July 2019