



WWF-Cambodia

21, Street 322,
Boeung Keng Kang I,
Phnom Penh, Cambodia
P.O. Box: 2467

Tel: +855 23 218 034

www.cambodia.panda.org

www.panda.org/greatermekong

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JOB DESCRIPTION

Position title : Human Resource Recruitment Officer
Reports to : Senior HR Officer
Technical Report to : N/A
IP Score : 47
Supervises : Intern
Location : Phnom Penh, Cambodia
Date : May 2019

Major Function

The Human Resources Recruitment Officer responsible for managing all aspects of staff recruitment. S/he oversees the process to ensure procedures are followed in a fair and transparent manner. H/she works closely with hiring managers to process forms, shortlist candidates, schedule interviews, and communicates with candidates and provides a high quality and professional human resources Recruitment service through the effective administration of HR recruitment system based on Recruitment policies and procedures for all WWF offices.

I. Major Responsibilities

- Supporting and participating in all recruitment Process (staff, intern, volunteer, secondment...) collecting applications, facilitating the candidate's assessment (written Test and Interview), sending reference checks, negotiation, offering and employment contract.
- Lead all recruitment processes in coordination with hiring managers
- Preparing the induction frame works by coordination with all relevant departments to provide the full inductions to the new staff (local, expatriate, regional staff)
- Review JD format as WWF Standard, cross checking with Salary Grades and Position Classification Framework
- Communicate the outcome of interview and process recruitment paper work for Approval.
- Send the reference check to ensure the successful candidate qualified for the role
- Send job offer in verbal and written to successful and notify unsuccessful candidate
- Check Bridger for anti-terrorism and forward question from unsuccessful candidate to hiring manager
- Coordinate the logistic arrangement for new staff to ensure that new staff receive adequate information about the organization and its systems, policies and procedures, work desk, computer, email address, insurances, etc.,.
- Ensuring that probations for new staff are set and assessed properly and on time.
- Ensuring that all required documents are collected from new staff including family book, degrees, ID Card, Marriage Certificate (if married), bank account...etc.
- Serving as a point person all employees' questions
- Keep track of all ongoing recruitments
- Be an interview panels as requested
- Ensure Recruitment Form with other supporting document approved including budgets

Teamwork

- Support on maintaining personnel files and documentation of Consultant and Staff
- Support on database as a backup person
- Provide support on annual HR audit, finance team and admin when required.
- Providing new staff all necessary forms for record.
- Prepare payment voucher related to job advertisement, insurance, tax and NSSF

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- Update monthly staff movement to all staff
- Issue employment certificate and collect exit interview, clearance form
- Update National, international staff, Volunteer, Host, Expat and Intern Lists
- Go to tax Department for Tax certificate for expat staff
- Translating documents from Khmer to English and via versa
- Performs any other tasks as requested by manager

Other Duties:

- Comply with all relevant WWF Cambodia policies and standard procedures and donors
- Promote a strong team environment by contributing ideas, listening to others and willingly taking on tasks that fall outside of this job description as directed by an employee with the appropriate delegation
- Work constructively with colleagues in other departments and teams to promote the objectives of the organization

Selection Criteria:

- Bachelor Degree in Business Administration, HR or related field.
- 3 year experience working in a similar role with INGO or equivalent.
- Maintain absolute confidentiality regarding staff, personnel issues
- Demonstrated flexible approach and ability to work under pressure and to organise and manage workload to meet deadlines.
- Knowledge of Microsoft Office and other software applicable to role.
- Willingness to take initiative and collaborative, positive attitude and keep confidential.
- Good in detail and accuracy, time management (multi task at the same time).
- Demonstrated flexible approach and ability to work under pressure and to organise and manage workload to competing deadlines.
- Good communication skills in English and Khmer (both written and spoken).
- Demonstrates WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly
- Adheres to WWF's value: Knowledgeable, Optimistic, Determined and Engaging.

This JD covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Working Relationships:

1. **Internal** – Work closely with Finance team, Sr. HR officer and all Staff.
2. **External**-Interact with focal person of Tax Department, local organisations/authorities, insurance companies, service providers. Engage with other organisations, HR professionals on HR systems and practices for learning and sharing.

Prepared by Line Manager : _____ Date: _____

Reviewed & Approved by 2nd Line Manager : _____ Date: _____

Reviewed and Approved HR Manager : _____ Date: _____

Accepted by Staff member : _____ Date: _____

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