

Practical Guideline On Human Resource Management In NGO Sector

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History of This Guideline

- **Written in 2011 by' Advanced Business Consultancy (Cambodia) Ltd, supported by CCC HRWG.**
- **1st revision was made in 2019**
- **This 2nd revision has just been finalized now.**
- **We will keep revising this guideline on a regular basis so that our HR teams have an up-to-date guideline.**

Purpose of This Guideline

- 1. Promote professionalism and best practices related to HRM in NGO sector in Cambodia.**
- 2. Ensure legal compliance and Reduce legal risk in HRM.**
- 3. Ensuring transparency, accountability and consistency in employment practice.**
- 4. Ensure the alignment of NGO's HR policies with the operational goals of NGO community.**



Which areas have we revised?

- **The whole guideline was reviewed and updated.
Some contents were revised and optimized.**
- **New laws and regulations related to employment were updated.**
- **New important HRM components were added**

Review and Updates on Legal Compliance

- **LANGO**
- **Labor Law and regulations**
- **Taxation Law**
- **Trade Union Law**
- **Anti-Corruption Law**
- **NSSF Law**



What we have added to the guideline:

- **Software HR management system**
- **HR Planning**
- **HR Auditing**
- **HR in Emergency**
- **Staff Wellbeing**
- **Resolving Problem at workplace**
- **HR Competencies...**

To learn together effectively, we have a few questions to ask you.



1. How can you select the right talents for your organization?

We focus on:

- **Right skill, knowledge, competencies.**
- **Right behavior that fit to the job.**
- **Cultural fit to the organization.**



2. How can you develop the talents for your organization?

We focus on:

- **Developing the spirit.**
- **Building the functional and leadership competencies.**
- **Removing comfort zone.**



3. How can you retain the talents for your organization?

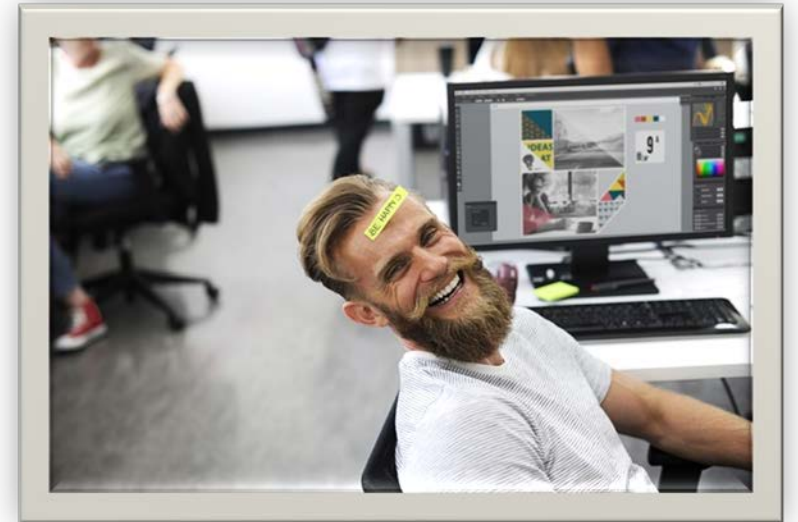
We focus on:

- **Enabling and promoting.**
- **Engaging, empowering and caring.**
- **Recognizing and rewarding.**
- **Safety, security and wellbeing.**

4. How can we be ONE?

We focus on:

- **Building and nurturing Corporate Culture.**
- **Living with Vision, Values and Principles.**
- **Eliminate personal egoism and promote organizational interest.**



4. How can we make a clear decision?

We focus on:

- **Data and information.**
- **Combination of dialectic, history and logic**
- **External analysis: PESTEL.**



5. How can we enforce a policy effectively?

We focus on:

- **Staff awareness and understanding**
- **Strategies and tactics.**
- **Aligning and Conforming with laws and regulations.**



6. How can we solve problem effectively?

We focus on:

- **Cultural bond, value and principles.**
- **Problem resolution mechanism**
- **PELA measures.**
- **CEFRaD Principles**



7. How can we develop HR plan well for the coming year?

We focus on:

- **Workforce planning and staff budgeting.**
- **Learning and development, Succession plan**
- **Transformation and change process**
- **Updating policies and procedures**
- **Reward and compensation.**
- **Etc.**

PLANNING



8. How can we mitigate risks in HR management?

We focus on:

- **Legal and policy compliance**
- **Risk analysis and mitigation measures**
- **Problem solving, safety and security**
- **Etc.**



9. What competencies do HR need?

Functional competencies:

- **Knowledge on laws and regulations**
- **Data management & HR administration**
- **Capacity building**
- **Reward planning and calculation**
- **Employee relation expertise.**
- **Writing and analyzing policies and procedures**



10. What competencies do HR need?

Leadership competencies:

- **Self-awareness and interpersonal skills**
- **Coordination, communication & networking.**
- **Conceptual, Strategic and System thinking.**
- **Data, Trend, Contextual analysis**
- **Enabling, relationship building**
- **Managing priority**
- **Political art.**



Some suggestions to HR colleagues

- **Living with Love, Compassion, Integrity, Fairness and Forgiveness.**
- **HR is not part of the conflict**
- **Managing own emotion and stress**
- **Learning AI before you lose the job.**
- **Lead yourself before lead others.**

Thank you