

52nd HRM Learning Forum under the topic of
“Job evaluation description and compensation benefit calculation”

On 30th September 2025

At 8am-5pm physical base at Tonle Bassac2 and via online Zoom

Physical participants 115 (81female)

Online participants 17 (12female)

Total participants 132 (93female)



I. Opening Remarks

Mr. Ou Saorn, Head of Operations at CCC, extended a warm welcome to all participants and expressed sincere appreciation to the HR Working Group members for their continued technical support and guidance to CCC's member organizations through various learning platforms. He announced that the 52nd HR Learning Forum would be conducted as a full-day event, focusing on two key topics. The morning session, facilitated by Mr. Seng Savuth, Deputy General Manager of V Chartered Accountants and a member of the HR Working Group, would cover job

description development and evaluation. In the afternoon, participants would engage in a practical session on compensation and monthly salary calculation. Mr. Saorn emphasized that the forum would provide valuable insights from guest speakers and serve as an opportunity to strengthen professional relationships among attendees. He concluded his remarks by officially opening the forum.

II. Present by Mr. Seng Savuth, Deputy General from V-Chartered Accountant Co.,Ltd ☺

➤ Job Evaluation

- Where does the job come from?
 - Organization Purpose => Strategy => Structure=> Jobs
- Understanding Job or Job Holder?
 - What is a job? What is a job holder?

Participant: Job is a task, Job is what we should do with responsibility, Job is a goal that you want to succeed.

- **What is job analysis?**
 - Job is not a person or current incumbent
 - Fact not judgement
 - Job as it is now
 - Job not performance evaluation
- **What is job holder?**
 - A job holder is simply a person who currently occupies or performs the duties of a specific job or position within an organization or in term is often used in HR, organizational charts, or job descriptions.
- **JD's Elements**
 - Purpose of the job
 1. What they do?
 2. What effect (to what)?
 3. Why (result)?
 - Responsibilities and Accountabilities
 - Problem Solving and Decision making

- Communication and working relations
- KSA

➤ **Participants shared a job description:** A job description is a written summary that outlines the main duties, responsibilities, qualifications, and expectations for a specific role within an organization. It helps clarify what the job involves, who the employee reports to, and what skills or experience are required. Job descriptions are used for hiring, performance evaluation, and role clarity, ensuring both the employer and employee understand the scope and purpose of the position.

III. [Sharing on: How to calculate compensation benefits by Mr. Ou Saorn, Head of Operations from CCC:](#)

- **What is salary definition?**

⇒ **Definition:** The fixed monetary compensation paid to an employee for their work, usually express as a monthly or hourly rate.

- What is the fringe benefits mostly are defined as non-cash benefits provided by an employer to an, in addition to their regular salary or wages. These benefits can include items such as:

- Health insurance
- Housing allowance
- Car allowance
- Meal allowance
- School fee for children
- Gifts or bonuses

➤ **Threshold of Monthly taxable Salary (Group discussion)**

- **What are the differences between UDC & FDC?**

- 1. Fixed Duration Contract (FDC)**

- In written
- Precise commencement and termination dates
- Duration cannot exceed four years (unless gap in employment- one-month break period).
- Initial FDC maximum of two years

- Subsequent renewable: One or many times, but the total duration of renewals cannot exceed two years
- The total maximum period is four years, after that automatically becomes UDC.

2. Undetermined Duration Contract (UDC)

- In written or verbal
- No ending date from start date

7. What are the Benefit do UDC & FDC receive?

1. **FDC** : Entity to receive severance pay 5% of the amount has been paid during the contract and the severance pay amount is non-taxable.

- **Formula:** Severance pay 5% = Total wages (during the contract period) x 5%

2. **UDC** : Entity to receive seniority indemnity from 2019 is equal to 15days of wages per year and paid 2 times per year (Prakas No. 443 MoL)

- 7.5 days in June and
- 7.5 days in December.
- For the first year of employment, an employee who has worked consecutively from 1 to 6 months shall be entitled seniority indemnity of 7.5 days.

7. What are the Benefit do UDC & FDC receive? Cont.

- Tax exemption on Seniority Indemnity from 2020 (Circular 002 MEF):

First payment of seniority indemnity: the amount less than/equal to KHR 2,000,000 is non-taxable, and the amount over KHR 2,000,000 is summed to monthly taxable salary basis. Second payment of seniority indemnity: the same as first payment.

- **Formula:** First/Second Seniority Indemnity = average wages/day × 7.5 (days)

*** How to Compensation termination of UDC and FDC? (Group Discussion)

Assignment: Please work in your table groups to discuss the Legal Compensation with both types of contracts ending below.

1.Termination of UDC (Resignation, Dismissal for gross misconduct, Dismissal for Valid Reason, Dismissal without Reason)

2.Termination of FDC (Expiration Contract Date, Agreement between Both Parties, Gross Misconduct or Force Majeure, Premature Termination by Employer, Premature Termination by Employee)

Document from this forum:



all session (Morning
&afternoon).rar

Agenda		
Time	Content	Facilitator
8:00 -8:30	Registration	CCC
8:30 - 8:40	- Introduction - Objectives of the forum	Ms. Roeung Raingsey Senior Capacity Development Officer from CCC
8:40 -9:00	Welcome and Opening Remarks	Mr. Ou Saorn Head of Operations from CCC
9:00 -10:00	<u>Sharing on</u> Job Description	Mr. Seng Savuth Deputy General of V- Chartered Accountant Co.,Ltd
10:00 -10:15	Tea Breaks and Taking Photo	
10:15 -12:00	<u>Continue Sharing on</u> Job Description (Q&A)	Mr. Seng Savuth Deputy General of V- Chartered Accountant Co.,Ltd
12:00-1:30	Lunch Together	

1:30- 3:00	<p><u>Sharing on how to calculate benefits and monthly salary for staff:</u></p> <ul style="list-style-type: none"> - How to calculate monthly salary <p>**Divided participants for practices.</p>	<p>Mr. Ou Saorn Head of Operations from CCC</p>
3:00 -3:15	Tea Break	
3:15-3:30	Feedback survey	
3:30-4:40	<p><u>Sharing on:</u></p> <ul style="list-style-type: none"> - How to calculate benefit for UDC and FDC contracts <p>**Divided participants for practices.</p>	<p>Mr. Ou Saorn Head of Operations from CCC</p>
4:40-5:00	Closing	

Note: CCC reserves the right to change the agenda based on the availability of guest speakers and will use the photo of this event to post in CCC's website and others official uses.