



ARM Cambodia

អង្គការជីវិតម្តង ARM CAMBODIA ORGANIZATION

Human Resources Department

Job Announcement

ARM Cambodia Organization is a local, faith-based NGO registered with the Ministry of Interior and operating under an MOU with the Ministry of Social Affairs, Veterans and Youth Rehabilitation (MOSAVY) in Cambodia. The organization is committed to ending the trafficking and sexual abuse of children—one child, one family, and one community at a time.

ARM Cambodia Organization provides a safe and supportive environment for children through care, health services, education, psychosocial support, legal assistance, and vocational training. The center receives incoming clients, conducts assessments, and provides temporary shelter (up to 3 months) while referring them to appropriate services.

To fulfill its mission, ARM Cambodia Organization is looking for a talented and dynamic candidate for the position of: **Human Resource Manager (Full-Time)**

Location: Ta Khmau City, Kandal Province, Cambodia.

Job Responsibilities:

- Support the development and implementation of HR strategies aligned with organizational goals
- Ensure HR policies, procedures, and systems are implemented effectively
- Promote a positive organizational culture and staff engagement
- Lead recruitment processes including job announcement, screening, testing, and interviews
- Coordinate onboarding and orientation for new staff
- Support staff performance appraisal processes
- Identify training needs and coordinate capacity-building activities
- Maintain and update staff records and HR documentation
- Ensure compliance with Cambodian labor law and Ministry of Labour systems
- Manage staff contracts, leave records, and HR database
- Support payroll preparation including overtime and allowances
- Ensure staff benefits are administered correctly (NSSF, leave, etc.)
- Address staff concerns and workplace issues professionally
- Work closely with management and department heads
- Prepare HR reports and provide input to organizational planning
- Oversee general office administration and ensure smooth daily operations
- Manage office documents, filing systems, and official correspondence (in/out letters)
- Support logistics and arrangements for meetings, training, and staff activities
- Perform other tasks assigned by HR Director or Country Director

Job Requirements

- Male or Female, age 28–50 years old
- Bachelor's or Master's degree in Human Resource Management, Business Administration, or related field
- Minimum 3–5 years of experience in HR and admin management (NGO experience is an advantage)
- Strong knowledge of Cambodian labor law and HR practices
- Proven experience in recruitment, staff management, and HR systems
- Strong leadership, communication, and interpersonal skills
- Ability to maintain confidentiality and handle sensitive information
- Strong organizational and problem-solving skills
- Good computer skills (Word, Excel, HR systems)

- Ability to work under pressure and manage multiple priorities
- Willingness to follow and apply ARM Cambodia Organization values

Application Information:

Interested candidates should send a cover letter, CV, and relevant documents/certificates no later than 2nd July 2026 to:

- Ms. Sour Channy – HR Director
- Email: arm@armcambodia.org
- Phone: 077 525 002 / 012 653 608