

**JOB ANNOUNCEMENT**  
**People & Culture Business Partner**

**NOTE: ONLY CAMBODIAN NATIONALS MAY APPLY FOR THIS POSITION**

World Vision International is an international Christian Humanitarian Organization working with the poor and oppressed to promote human transformation and seek justice. We are global community with a purpose – to bring about positive change in the lives of the world’s most vulnerable children. People are inspired to work for us because they want to contribute to making a difference. We are part of an international team, using our talent, determination and influence to invest in a better tomorrow.

Are you ready to be a change maker?

Our Cambodia Office is seeking for one (01) qualified candidate to fill in the position below:

Position: People & Culture Business Partner (Human Resource)  
Location: National Office, Phnom Penh  
Salary & Benefit: 970 USD – 1212 USD

**I. POSITION BACKGROUND AND PURPOSE:**

To provide strategic partnering, consultancy and guidance to customer group leaders, managers, supervisors and employees in various Human Resource functions. This role will become the P&C expertise in donor/grants and project requirements and serve the end-to-end process, from project design, to supporting the development of grant staff, to project transition.

The critical success factors include, effective management of functional areas such as recruiting & staffing, employee relations, HR compliance, organizational design, human resource information systems (H.R.I.S.), payroll administration, performance process, development and implementation of P&C related policies and continuous process improvements.

Accomplishment of performance standard is assessed from providing advice, guidance, resolving challenges, effectively handling P&C needs and meeting the targets or expected outcomes of the indicators set.

WVI- Cambodia was established in 1970. It has over 40 Development Program offices in 8 provinces around Cambodia, as well as a presence in Phnom Penh. WVC has 600+ staff serving in Development Programmes and Projects in sectors such as Health & Nutrition, Education, Child Protection and Youth and Implementation of Social Accountability Framework – ISAF.

P&C Business Partner will work closely with staff who are based in the project implementing field offices across provinces and districts and with respective managers/department heads on short term, long term strategic P&C needs.

This position reports to the P&C Manager, and key mind set and behaviour required would be of learning for growth and development, ownership and professionalism of work, being solutions driven, working in unity and trust, partnership & collaboration and delivering results.

*# World Vision uses the term People & Culture for Human Resources Department.*

**II. MAJOR RESPONSIBILITIES**

- Act as thought partner and trusted advisor with managers to improve people-related priorities in grant, project, and customer work unit group including involvement in project design and department restructuring.
- Act as liaison between customers and P&C department on all people matters.
- Address Recruitment & staffing needs, manage and handle employee lifecycle including contract administration, new hired induction, employee data maintenance and benefits administration etc.
- Visit field offices and engage with staff for staff wellbeing/staff care needs and strengthen organisational P&C interventions.
- Provide guidance, clarity and direction to staff and managers on policy interpretation, processes and payroll/benefits, including grant and project transition
- Assists in development and revision of P&C policies, guidelines and processes

**III. REQUIREMENTS:**

- Bachelor’s degree in any Human Resources, Business Administration, or equivalent qualification.
- Ability to work independently with minimal supervision
- Excellent in attention to detail, analytical, critical thinking, interpersonal and relational skills with people at all levels and from different cultures.
- Good knowledge of the local labor legislations, labor law, insurances, and employee relations matters.
- Proficient in coaching, mediating, influencing, facilitation, presenting, training, analysis and problem solving
- Experience in planning and organizing work, researching, analyzing and developing tools and resources that are fit for service
- Good at Computer skills, especially with Word, Excel, PowerPoint as well as internet navigation and electronic records management Knowledge of humanitarian industry/development sector.

- 3+ years experiences in Human Resources role, with relevant experience in handling people matters, recruitments, HR administration and providing advice/guidance to managers and department leaders.

Selected candidates are required to produce Local Police Clearance Certificate prior to date of joining in the organization.

### **HOW TO APPLY**

Please follow instruction in the link: <http://careers.wvi.org/job-opportunities-in-cambodia>

Only candidates applied in system will be short listed

### **GO GREEN! SAVE THE TREES!**

All applications should be sent in soft copy (word document or PDF)

World Vision Cambodia is committed to the principles of workplace diversity. Qualified women and disabled people are encouraged to apply. Only short listed candidates will be notified. Applications and CVs will not be returned.

WVI is committed to the protection of children. We do not employ staff whose background is not aligned to our child protection practices. Hence employment is conditional upon successful completion of all applicable background checks, including criminal record checks where possible.

Closing date – 14 March 2021