

# Role Description

## Human Resources Officer



### Overview:

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and investment advisory expertise developed throughout the South and Southeast Asia, and beyond.

With a team of over 150 local and foreign advisers in 9 countries (Cambodia, the Lao PDR, Myanmar, Thailand, Vietnam, Singapore, Bangladesh, Indonesia and the Philippines) including the collaborating firms, we provide unique value propositions and innovative solutions to our clients, with a particular focus on:

- Banking and Finance
- Corporate
- Mergers and Acquisitions
- Energy, Mining and Infrastructure
- Real Estate and Construction
- Taxation

### Position

We are looking to recruit a **Human Resources Officer** to be based out of the firm's headquarters in Phnom Penh, Cambodia.

The successful candidate will have the opportunity to work in a multi-cultural environment with career development and personal growth opportunities.

<b>Report to:</b>	Office Manager of the firm's Cambodia office.
<b>Key internal relationships:</b>	All employees of the firm's Cambodia office.
<b>Key external relationships:</b>	Ministry of Labour, Ministry of Health, multiple Service Companies
<b>Salary range:</b>	Competitive, commensurate with experience and qualifications.
<b>Position type:</b>	Full time.
<b>Commencement:</b>	As soon as possible.
<b>Applicants eligible:</b>	Any experienced candidate residing in Cambodia.
<b>Location:</b>	Phnom Penh, Cambodia.

### Main duties of the role:

To serve as the principal day to day point of support on all Human Resources activities for the firm. This will include (but is not limited to):

- Work closely with the Office Manager in developing and implementing HR programs, processes, and tools;
- Coordinate and recruit non-expatriate personnel for the Cambodia office. Responsibilities include drafting role descriptions and job ads, posting job ads, screening and short-listing candidates, arranging and conducting tests/interviews and reference checks, and employment contract negotiation and preparation, execution;

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Since 1994

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4<sup>th</sup> Floor BRED Bank Building  
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Phnom Penh, Cambodia

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- Facilitate the timely execution of the performance management process, provide coaching to managers as needed, and prepare necessary reports;
- Work closely with all managers to identify training needs of their staff. Ensure that all staff have access to the resources to pursue their professional development;
- Ensure the Firm's compliance with Cambodian Labor Law;
- Ensure effective and timely administration of employee benefits;
- Maintain a clear, efficient, and accurate records keeping system for all HR transactions and records;
- Facilitate expatriate staff requirements (visa extensions, work permits, coordinating familiarization visits, assist staff who are seeking housing, etc.);
- Provide general HR support and advice to all managers in the Phnom Penh Office; and
- Other tasks not specifically listed in this document may be assigned to you from time to time.

### ***Skills, Knowledge & Experience Required: (“Selection Criteria”)***

#### **Essential:**

- Holds a tertiary degree business studies/economics;
- Has excellent communication skills in spoken and written English;
- Demonstrates the ability to take initiative and pay close attention to detail;
- Honesty, reliability, and a commitment to strict confidentiality;
- Is self-motivated and is committed to self-improvement; and
- Microsoft Office – Excel, Word, and Outlook.

#### **Desirable:**

- Prior experience working at a professional service company is an advantage;
- Prior experience working in a multicultural workplace is an advantage;
- Friendly and approachable, with good people skills; and
- Languages other than English and Khmer would be an advantage.

### ***Contact Details***

#### **DFDL Mekong (Cambodia) Co., Ltd.**

№ 30, Norodom Boulevard, 4th Floor BRED Bank Building, Sangkat Phsar Thmey 3, Khan Daun Penh (PO Box 7), Phnom Penh, Cambodia.

Application shall be emailed to: [careers@dfdl.com](mailto:careers@dfdl.com)

Website: [www.dfdl.com](http://www.dfdl.com)

Telephone: +855 23 210 400

Link to our online job announcement: <https://dfdl.workable.com/jobs/926900>

Applications should include a curriculum vitae or resume, accompanied by a covering letter outlining the candidate's interest in and suitability for the position.

All applications and expressions of interest will be treated confidentially, being reviewed only by DFDL Senior Management and Human Resources team.

Please note that this position is open until filled.