

Role Description

Regional Human Resources Manager



Overview

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and advisory investment expertise developed throughout the Mekong region (Cambodia, the Lao PDR, Myanmar, Thailand and Vietnam), Bangladesh, and Singapore and a dedicated focus on South and Southeast Asia, and beyond.

With a team of over 140 local and foreign lawyers and advisers in ten offices in Asia, and three collaborating firms in Cambodia, Indonesia and the Philippines, we provide unique value propositions and innovative solutions to our clients, with a particular focus on:

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

Position

DFDL is now seeking to hire an experienced and talented individual for the position of a Regional HR Manager to join our Regional HR team.

Reports to:	Regional Human Resources Director
Key internal relationships:	Regional Human Resources team, Regional Office staff and all the staff at DFDL
Salary range:	Competitive, commensurate with experience and qualifications
Position type:	Full time
Commencement:	As soon as possible
Location:	Phnom Penh or other office

Main duties of the role

The following are the key duties and responsibilities that will be expected of you within the Firm:

- Work closely with the Regional HR Director on all the areas of HR functions such as HR and benefit management and recruitment
- Assist in overseeing the HR function for all DFDL offices and any affiliated sites
- help develop, implement and support personal development plans, co-ordinate appraisals for junior and senior members of staff
- Work closely with the Regional HR Director and all DFDL offices to develop HR planning strategies, which consider immediate and long-term staff requirements for senior management
- Assist office managers of all DFDL offices in understanding and implementing policies and procedures in their respective offices
- Demonstrate success in the design and delivery of appropriate HR processes and policies which have delivered real benefits to DFDL
- Administer and maintain employee records including benefits and compensation
- Capable and demonstrable experience in managing to conclusion difficult and emotionally challenging situations
- Other tasks not specifically listed in this document may be assigned from time to time

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

- Interpersonal skills to form effective working relationships with people at all levels and team-working skills and the ability to collaborate well with others
- Confident in communicating with strong focus on support and development, driven to deliver results, strong leadership, problem solving and decision-making skills
- Has the ability to compile and interpret statistical data and communicate it in a professional and understandable manner
- Highly proficient in spoken and written English
- Strong IT and numeracy skills
- The ability to work well under pressure
- The ability to juggle multiple tasks and to prioritise your workload
- Willingness to challenge organisational culture where necessary

Contact Details

Applications should be submitted by email or by hand to:

Contact: Regional HR Department

Email: Careers@dfd.com

Website: www.dfd.com

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 and reviewed only by DFDL Senior Management and the Human Resources team.

Please note that this position is open until filled. Applications will be reviewed and processed on a rolling basis and only shortlisted candidates will be contacted.