

Role Description



Regional Human Resources Officer (Phnom Penh)

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;
- Corporate;
- Mergers and Acquisitions;
- Energy, Mining and Infrastructure;
- Real Estate and Construction; and
- Taxation.

Position

We are looking for a skilled **Regional HR Officer** who will recruit, support and develop talent through developing policies and managing procedures. You will be responsible for administrative tasks and you'll contribute to making the company a better place to work.

The Regional HR Officer will be accountable for providing frontline and operational HR support to each office of the Firm. He / she will also be actively involved in the development and rollout of new HR initiatives.

Reports to:	Regional HR Director
Key relationships:	Regional HR Director, CEO, CFO, Managing Partner, Partners, Managing Directors, Senior Managers, Office Managers and Human Resources staff
Salary range:	Competitive, commensurate with experience and qualifications
Position type:	Permanent, full time
Commencement:	TBC
Applicants eligible:	Any qualified candidate.
Location:	Phnom Penh, Cambodia. Some short term travel to other locations may be required.

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Regional Human Resources Officer (Phnom Penh)

Job Description

On a regional Asian level, advice, evaluate, shape and optimize the key elements of Human Resource Management and Talent Management.

- Be an important part of the task to shape the right culture including focus on the why, how and what, culture, behavior, strategy. This matching vision, mission, competencies/skill, success criteria;
- Counsel the hiring manager on candidate selection, conducting and analyzing the outcome from exit interviews and recommending changes;
- Undertake various administration and management activities covering the entire HR spectrum - recruitment, performance management, compensation & benefits and employee relations;
- Provide expert advice, guidance, and support to the management team of the various business units on policies and processes, program design & implementation and delivery of HR services;
- Be the primary HR point of contact of the Office Managers in each business unit;
- Ensure the timely execution and completion of Regional HR programs/initiatives;
- Develop and maintain a systematic, orderly, and accurate firm-wide consolidated HR information management and reporting system/mechanism;
- Secure a pipeline of candidates and finding new, talented employees;
- Establish an effective recruiting process, interviewing program on an on boarding program;
- Prepare employees for assignments, by establishing and conducting orientation/induction and training programs; and
- Undertake other duties as may be required from time to time.

Responsibilities

The HR Officer responsibilities include:

- Support the development and implementation of HR initiatives and systems;
- Provide counselling on policies and procedures;
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process;
- Create and implement effective on boarding plans;
- Support the implementation of the training & development programs;
- Support the management in performance management processes;
- Maintain employee records according to policy and legal requirements; and
- Support the management in drafting contractual document, internal announcement, notifications etc.

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Skills, Knowledge & Experience Required

Technical skills:

- Proven experience as HR position or other administration or business position;
- Proficient in MS Office; knowledge of HRMS is a plus;
- Proven advanced English - writing and speaking – skills.

Personal qualities:

- Outstanding organizational and time-management abilities;
- Excellent communication and interpersonal skills;
- Problem-solving and decision-making aptitude;
- Strong ethics and reliability;
- Meticulous attention to details;
- Strong communication skills in spoken and written English;
- Strong analytical ability, detailed focused, resourceful and meticulous;
- Professional approach and strong personal accountability;
- Focus on the most efficient and organized means of performing a task; and
- Able to cope with competing demands and prioritize tasks.

Contact Details

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Link to our online job announcement: <https://dfdl.workable.com/jobs/785827>

Applications should include a curriculum vitae or resume, accompanied by a covering letter outlining the 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.