

Human Resources and Administration Coordinator

Background:

DCA established its first office in Cambodia in 1997 after having supported partners since its inception in 1979. Currently, DCA's global strategy focuses on three areas: 'Fight Extreme Inequality' supporting active citizenship and human rights work, 'Save lives' focused on flood and drought humanitarian response, and 'Build Resilient Communities' boosting right to food, sustainable livelihoods, and agroecological food system. DCA approach is working through implementing partners, both NGOs and line Ministries. Up to 2025 DCA Cambodia is cooperating with more than 22 partners to implement various projects.

Job summary:

This position is responsible for overseeing a wide range of Humans resources and administrative functions to support and promote inclusive and equitable office culture. S/he will serve as a point of contact for staff issues, proactively respond to the internal, donor and government compliance on Human resources issues and act as a complaints focal point. This position also ensures that the operations (Admin, Procurement and Logistics) are managed according to DCA systems and procedures and supervise Admin and Logistic Officer.

Regardless of the content of this job description, the employee may perform any other duties necessary for the Organization as requested by the Supervisor at any time.

Main Responsibilities:

- Implement HR processes: ex. recruitment, onboarding, performance management, and offboarding.
- Successfully deliver and implement annual Employee Development Review (EDR) guidelines and process, including orienting managers/employees, setting performance expectations, providing feedback, and conducting performance evaluations
- Foster a positive work environment by addressing employee concerns and facilitating conflict resolution in the role of Complaint focal point for DCA Cambodia.
- Ensure all procurement is done in accordance with DCA's Procurement Manual and ensure its quality and timely delivery.
- Be the point of contact and resource person for employees regarding HR-related queries, benefits, and policies
- Organize and coordinate training sessions to enhance employee skills and knowledge
- Ensure that employees are aware of and participate in development opportunities
- Liaise with legal advisors, government agencies ensure all HR practices in DCA Cambodia are in compliance with Cambodian labour laws and regulations
- Coordinate with DCA Programme Manager/Coordinator and partner staff for finalising the procurement plan and updating it regularly.
- Coordinate and facilitate the procurement process and committee for all procurement activities.
- Perform Finscan (anti-terror check) for staff and consultant and maintain the report as required by DCA policy.
- Provide administration services in HR aspects including compensation and benefits, staff insurance, health and safety, contract management, monitoring of staff leave plans, personnel filing, staff separation, etc. to ensure these are implemented effectively.
- Oversee daily administrative operations, ensuring that office functions run seamlessly
- Monitor and evaluate the performance of HR and Administrative team members
- Establish and maintain feedback mechanisms to continuously improve HR and administrative processes.
- Oversee logistics and supply chain management to ensure that all necessary resources are available
- Develop service contracts, supplier framework agreements between suppliers and DCA Cambodia.

- Maintain the roster of vendors/suppliers and service providers with updated information.
- Develop, maintain and update asset register and inventory list which can be retrieved by donor when requested and identify the assets to be disposed of and perform the disposal process as per DCA policy. Perform physical count of asset as per policy.

Minimum Qualifications Requirements:

- Bachelor's degree in business administration or a related field (Master's degree preferred).
- Minimum **5 years of progressive experience** in Human resources, Administrative and Procurement or Operations roles, preferably within INGOs, NGOs, or donor-funded projects.
- Experience supervising staff preferred
- Knowledge of state and federal donor compliance regulations is a strong plus
- Ability to present to group in a professional manner
- Good interpersonal communication skills and ability to effectively work in a multi-culture work environment
- Fluency in English and written and spoken
- Working knowledge of MS Office (Word, Excel, Access, and PowerPoint) and Adobe Acrobat Pro required.
- Ability to work under minimum supervision

Work related travels are expected in this position.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.