



#everydayheroes #ThinkFamilies #weareChildSafe #job #opportunity #PhnomPenh #HR #talents #recruitment #peopledevelopment #coaching #khmerspeaker

## Hello from Friends-International We are looking for a HUMAN RESOURCES OFFICER



Do you already have some experience working in HR? Would you like to step up by joining and supporting the growth of our international and a dynamic team? Are you excited to be working on innovative projects that save lives and build futures of children & youth?

If you answered 'yes' then you may just be the person we need.

Does this describe you?

- You are an experienced recruiter who enjoys meeting new people and onboarding them to their new work
- You have excellent organization skills and you enjoy supporting others to get things done
- You are a skilful communicator, confident in providing information to the team and giving presentations
- You have a supportive attitude and you love collaborating with people from different countries
- You have a strong commitment to work for building the futures of children, youth, their families, and their communities
- You are a native Khmer speaker, fluent in English and with good knowledge of computer literacy

Friends-International (FI) consists of multiple dynamic teams in Cambodia, Thailand, Laos, Indonesia, Myanmar and Europe that are delivering innovative services for children, youth, their families and their communities. Together with our partners across the world, we are protecting those in need and supporting people to become productive citizens of their country.

Our HR/ADMIN team which is based in HQ is expanding, and this is an exciting opportunity for a talented HR professional to join and work on directly implementing our international standard HR systems and policies. You will work on supporting managers to carefully select their new team members as well as managing other aspects of the employment process such as employee records, orientation, and training. You would be working alongside a multidisciplinary team consisting of more than 350 co-workers while ensuring that our HR operations are running smoothly and in line with other teams such as Finance, Communications, Fundraising, Social Workers, Employment Officers and many others!

Sounds good? GREAT! Please email your CV and Cover Letter with salary expectations now at [hr@friends-international.org](mailto:hr@friends-international.org) and let's talk more.

All applicants will undergo an extensive background check in compliance with our Child/Beneficiary Protection Policy and PSEA Policy.

*Friends team*

