



Hello from Friends-International in Siem Reap We're looking for an **HR AND ADMIN OFFICER**

Are you an experienced HR/ADMIN professional who is looking to expand your knowledge by working in an international and multicultural environment? Would you enjoy supporting our teams and together with them building better futures for youth and families?

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

WE ARE

Friends-International (FI), an award-winning NGO founded in Phnom Penh in 1994. Our vision is a world where every child, young person, and their caregivers are safe from harm and can access education, training and job opportunities to fulfil their potential as productive, functional citizens of their countries. Our multiple dynamic teams in Cambodia, Thailand, Laos, Indonesia, Myanmar and Europe, together with our partners, deliver innovative services for children, youth, their families and their communities. This is done through our Saving Lives, Building Futures and ChildSafe programs which cover a great variety of carefully integrated projects including child protection, migration, harm reduction, education, alternative care, vocational training, social businesses, employment, NGO networks and more!

THE ROLE

As a Human Resources and Administrative Officer, you will be based in Siem Reap where our Kaliyan Mith program is located. You will be working closely with individuals, providing office support and creating a meaningful and exciting work experience for them. You will handle all operational tasks to ensure compliance with our HR and Admin policies and procedures and the Cambodian Labor Law. This is a great opportunity for someone who has strong experience working in a smaller team to jump on board and start working alongside a multidisciplinary team of Kaliyan Mith Siem Reap counting more than 70 #EverydayHeroes!

Does this describe you?

- You are a dynamic team player who is passionate about working for the protection and education of marginalized children, youth and their families
- You have a good knowledge of administrative procedures, HR policies and the Cambodian Labor Law
- You are very well organized and you enjoy focusing on details and processing paperwork
- You are comfortable communicating and working with the authorities
- You are confident in giving presentations and short training courses to small groups



- You are good at Khmer to English translation, compiling reports, using Microsoft Word, Microsoft Excel and PowerPoint
- You are flexible at work and able to adapt to new situations
- You are a friendly and outgoing team player that enjoys interaction with multiple people

These would be examples of some of your daily responsibilities. Would you enjoy them?

- Working with our team to prepare and submit the official letters to partners and authorities
- Maintain filing such as preparing new or renewal of employment contracts for all staff
- Support the manager of the Employment Project to recruit a new team member, so that we can provide more job opportunities for young people
- Welcome newcomers to Friends and present our work mission and policies so they can integrate smoothly into our team
- Organize a team-building activity and help build connections within our Siem Reap teams
- Attend a training session on the new HR tool developed by our HQ office and work on implementing it together with the HR/ADMIN Coordinator
- Organize a training session on Child Protection Policies and Procedures together with trainers and ensure a fun learning experience
- Prepare NSSF and support with other reports as per the team needs
- And others!

Sounds good!? Great! Please email your CV with your Cover Letter and salary expectations now to hr.kaliamith@friends-international.org and let's talk more.

In compliance with our Child Protection Policy and Protection against Sexual Exploitation and Abuse Policy, all applicants will undergo an extensive background check.

Friends team