



#everydayheroes #ThinkFamilies #weareChildSafe #ngo #recruitment #job #opportunity #SiemReap #education #teaching #training #peopledevelopment #khmerspeaker #socialwork #childprotection #HR

Hello from Friends-International
We are looking for an

HR OFFICER

Do you have experience in HR and want to take the next step? Join our dynamic team and support innovative projects that save lives and build brighter futures for children and youth!

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 dynamic teams across Cambodia, Thailand, Laos, Indonesia, Myanmar, and Europe deliver innovative services for children, youth, and communities. Through our Saving Lives, Building Futures, and ChildSafe programs, we focus on child protection, education, vocational training, social businesses, and more!

THE ROLE

As a Human Resources Officer, based in Siem Reap where our Kaliyan Mith program is located, you will:

- Work closely with our teams, providing support and create a meaningful and exciting work experience for them
- Handle all operational tasks to ensure compliance with our HR and ADMIN policies
- Support 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

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 almost 100 #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 best practice in HR and Cambodian Labor Law
- You have excellent organizational skills and you enjoy supporting others to get things done
- You are a skillful 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 are a native Khmer speaker, fluent in English and strong computer literacy

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

- 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
- Maintain accurate records and process Payroll on our HR Software
- Organize a training session on Child Protection Policies and Procedures together with trainers and ensure a fun learning experience
- Strengthen the safety procedures in our offices
- 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

