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Job Description

Position	HR and Admin Assistant
Report to	HR and Admin Manager
Manage	Other services such as cleaning and security.
Status of Contract	Fixed Duration Contract (renewal based on performance and the organization's financial position)
Monthly Salary	Starting from USD 500 (based on experience and qualifications)
Benefits	NSSF, Pension Fund, Severance pay, Phone card allowances, Private Insurance, Health Checkup, 13th Month Salary, wellbeing support, Training and development opportunities.
Location	Phnom Penh (Occasional travel to provinces)

1. Job Summary

The HR and Admin Assistant is responsible for coordinating and implementing administrative, procurement, logistics, and human resource support functions to ensure the efficient operation of CamboJA. The position ensures compliance with organizational policies, donor requirements, and applicable regulations while providing high-quality support to staff, suppliers, consultants, and other stakeholders.

2. Job Responsibilities

Responsibilities	Duties
Procurement and Compliance Management (30%)	• Coordinate and implement procurement processes in accordance with CamboJA's procurement policy and donor requirements. • Monitor the annual procurement plan for goods and services. • Maintain and regularly update the supplier and vendor database. • Prepare, organize, and maintain procurement files and support documents in both hard and soft copies.

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	• Monitor procurement contracts and service agreements, including contract renewals and vendor performance. • Ensure procurement records are complete, accurate, and in a timely manner. • Provide guidance to staff on procurement procedures and requirements.
Administration and Logistics Management (25%)	• Coordinate local and international travel arrangements, including transportation, accommodation, visas, and travel documentation. • Manage office supplies, stationery, and inventory to ensure uninterrupted office operations. • Coordinate logistics for meetings, workshops, training sessions, and organizational events. • Ensure office facilities, equipment, and assets are maintained and function properly. • Monitor and coordinate service providers, suppliers, and contractors. • Ensure the office environment is safe, clean, secure, and conducive to staff productivity. • Oversee visitor reception and maintain visitor records. • Deliver documents to relevant stakeholders in a timely manner. • Assist in drafting letters, memos, and other related documents.
Records Management and Organizational Filing Systems (25%)	• Maintain effective filing and records management systems for organizational documents in both physical and electronic formats. • Ensure staff meeting minutes, organizational records, contracts, and official correspondence are properly filed and easily accessible. • Maintain and update the fixed asset register and conduct regular physical checks of organizational assets • Maintain staff personnel files and ensure confidentiality of records. • Ensure incoming and outgoing correspondence is recorded, filed, and distributed appropriately. • Support document preparation and filing for audits, compliance reviews, and donor reporting requirements.

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Human Resources and Staff Support (20%)	• Monitor and maintain staff attendance, leave records, and monthly timesheets. • Support staff onboarding and exit processes, including preparation of relevant documentation. • Maintain and update staff databases and personnel information. • Support the administration of NSSF registration and payment , insurance, and other employee benefits. • Assist in organizing staff meetings, training activities, and staff development initiatives. • Support the implementation of HR policies, procedures, and staff welfare initiatives. • Act as the focal point for maintaining organizational registration and coordinating the submission and updating of information with relevant ministries and government agencies.
Other responsibilities	• HR and Admin Assistant may be assigned additional tasks and responsibilities by the HRA Manager or Management Committee that are reasonably related to the position and organizational needs.

3. Qualifications and Skills Requirements

- Bachelor's degree in business administration, Management, Human Resources Management, Procurement, Public Administration, or a related field.
- At least 2 years of relevant professional experience in administration, procurement, logistics, or human resources.
- Proven experience working with NGOs, media organizations, or development projects is an advantage.
- Proven experience in procurement processes and compliance with donor requirements is preferred.
- Strong organizational and time-management skills.
- Good communication skills in both Khmer and English, written and spoken.

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4. **Competencies and Personal Attributes**

- Professional communication skills when dealing with internal and external stakeholders.
- Good understanding of administrative, HR and procurement procedures.
- Commitment to understanding and complying with all CamboJA policies, procedures, and code of conduct.
- High level of integrity and ability to maintain confidentiality.
- Ability to manage multiple tasks and priorities simultaneously.
- Attention to detail and commitment to accuracy.
- Ability to work independently and collaboratively within a team.
- Proactive, flexible, and solution-oriented approach to work.
- Punctual, reliable, and able to complete tasks within agreed deadlines.
- Proficiency in Microsoft Office, Ms. Team 365.

5. **Acknowledgement**

Date Assigned to this Position: _____

Date of Next Appraisal: _____

Measures of performance: Tasks described in the job description above in conjunction with the operation's current Action Plan and specific KPIs set with line Manager.

Name: _____ Signature_____

(Staff Member)

Name: _____ Signature_____

(Line Manager)

Name: _____ Signature_____

(Executive Director)