

## Human Ressources

**Background Information:** Institut Pasteur du Cambodge (IPC) is a Cambodian non-for-profit research institution established in 1953, IPC is today a scientific research establishment declared of public utility placed under the high patronage of the Ministry of Health of the Kingdom of Cambodia and under the responsibility of the Institute Pasteur on the scientific and technical levels. IPC is a member of the Pasteur Network, which brings together 33 institutes present on five continents. It shares the Pasteurian values and the ethical charter to which the Pasteur Institutes are bound. IPC has more than 250 employees, including about 30 expatriates of 10 nationalities and includes 5 research units. It carries out research activities in health biology, public health and service activities (Medical Biology Laboratory, vaccinations and water and food analyses) and training.

**Job Family:** Administration & Support

**Sub-Job Family:** Human Resources

**Overview:** Jobs in this sub-job family have two areas of accountability, namely providing high-quality personnel services and acting as a proactive internal consultant, working with other IPC divisions to develop and implement processes, policies, and procedures which support the development of a motivational organizational environment where levels of performance are maximized, and the organisation's human capital is developed to its maximum potential. Jobs at high levels of the sub-job family apply professional human resource expertise and high levels of analytical and innovative thinking to provide sound professional advice to support management. Jobs in the sub-job family are predominantly differentiated by the complexity of tasks undertaken, supervisory scope, the magnitude of the allocated area of responsibility and the skills and experience needed.

PASTEUR NETWORK

Level	Profile	Purpose
1	<b>Human Resources Executive</b>	Job holders at this level work within a tightly controlled procedural framework to support HR activities and projects. The focus of job holders at this level is on supporting recruitment activities.
2	<b>Senior Human Resources Executive</b>	Jobholders at this level carry out HR tasks independently but are subject to supervision. They participate in projects pertaining to a specific HR function and develop their own professional expertise. Jobholders may have responsibility for the instruction and guidance of other junior officers engaged in routine work.
3	<b>Deputy Human Resources Manager</b>	Jobholders at this level are experienced professionals capable of operating with minimal supervision and working within guidelines and procedures. The job holder would be expected to provide advice and guidance and undertake specific responsibilities for the provision of an HR service (i.e., HR systems as well as compensation and benefits programme) demonstrating a good understanding of the concepts involved, the various related processes, and how these impact the business. Job holders may have responsibility for the instruction and guidance of other HR officers.
4	<b>Human Resources Manager</b>	Jobholders at this level are responsible for leading the HR department to deliver HR services to IPC from a significant area of technical expertise. This involves providing leadership to the department, supervising HR activities and developing HR policies and procedures. The jobholder might act as an internal consultant and facilitator by responding to complex HR-related inquiries or requests. Jobs at this level might be regarded as a source of expertise and are responsible for implementing operational plans

## Level 1: Human Resources Executive

### Job Purpose:

Job holders at this level work within a tightly controlled procedural framework to support HR activities and projects. The focus of job holders at this level is on supporting recruitment activities.

### Accountabilities:

Description	Key Result Areas
1. Draft and disseminate job advertisements through various public channels, including IPC's website, LinkedIn, internal portals and private agencies.	<ul style="list-style-type: none"> <li>Enhanced visibility and reach of job advertisements by effectively drafting and disseminating them through diverse public channels.</li> </ul>
2. Manage the recruitment process by collecting and organizing CVs, ensuring that all relevant information is appropriately documented and stored for further evaluation.	<ul style="list-style-type: none"> <li>Completeness and accuracy of CV management, with thorough information collected for comprehensive candidate evaluation.</li> </ul>
3. Conduct initial communication with candidates, including reaching out to potential hires, scheduling interviews, and providing necessary information about the recruitment process.	<ul style="list-style-type: none"> <li>Elevated candidate experience through clear and timely communication throughout the recruitment process.</li> </ul>
4. Coordinate with relevant units to ensure thorough evaluation of candidates' technical competencies, skills and qualifications.	<ul style="list-style-type: none"> <li>Feedback from hiring managers on the quality of candidates.</li> </ul>
5. Execute front-line HR activities as required in a timely manner and to the highest standards to ensure effective processing of HR-related tasks.	<ul style="list-style-type: none"> <li>Prompt response rate to requests.</li> <li>Feedback from senior colleagues.</li> </ul>
6. Assist in liaising with personnel from other departments/ business areas to gather information and provide quality services to internal customers.	<ul style="list-style-type: none"> <li>Effective and timely liaising.</li> <li>Service quality.</li> </ul>
7. Maintain relevant HR and employee files and information accurately and in line with procedures to ensure ease of access to updated information.	<ul style="list-style-type: none"> <li>Ease of retrieval of information.</li> </ul>

### Qualifications & Experience:

- Bachelor's Degree in HR or relevant discipline

**Technical Competencies:**

- Understanding of fundamental HR concepts, policies, and procedures.
- Awareness of employment laws and regulations.
- Basic proficiency in HRIS (Human Resources Information System) for maintaining employee records.

**Behavioural Competencies:**

- Team Player: Ability to work well with others and establish positive relationships with employees and team members.
- Customer Service Orientation: Focus on providing quality service to internal and external customers.
- Multi-Tasking: Able to prioritise and make efficient use of time to manage multiple tasks and responsibilities.
- Communication Skills: Ability to present information clearly and concisely.

**Representative Jobs:**

- Human Resources Assistant